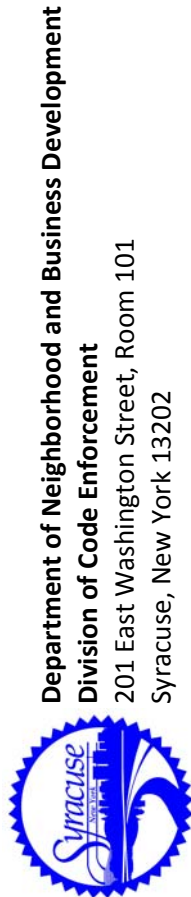


# Congratulations.

Your improvements will help make Syracuse a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Codes and Zoning staff during business hours at City Hall Commons, 201 E. Washington St., Room 101 or reach them at (315) 448-8600.

## Paul Driscoll

Commissioner of Neighborhood and Business Development



City of Syracuse, New York

Dept. of Neighborhood  
and Business Development  
Permit Office

# Obtaining a New Sign Permit



How to  
Make the Process  
Go Smoothly.

# 1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant, and, if applicable, the contractor and/or plan preparer.
- Provide a drawing of the project including the size and location of signage.
- If the contractor is the homeowner or an individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Syracuse as the certificate holder, is required.
- You can obtain these forms at the Permit Office or online at [www.syracuse.ny.us/Code\\_Enforcement.aspx](http://www.syracuse.ny.us/Code_Enforcement.aspx)

# 2 Supply Additional Submissions:

- Photos of existing signs on the property and the proposed location of the sign on the building or site.

You must also include two (2) copies each of:

- A stamped Instrument Survey Map of the property – not faxed or reduced.
- Construction details, drawn to scale, including dimensions, graphics, methods of attachment, and footing/foundation, if applicable. Freestanding signs may require plans signed and sealed by a design professional licensed in the State of New York.

# 3 Pay the Required Fees:

The fee for your permit is based on the contractor's written cost estimate including labor and materials, whether purchased, owned or donated. The following table indicates typical sign permit fees according to the cost estimate.

Cost estimate	Permit Fee
\$0 – 1,000	\$55.00
\$1,001 – 2,000	\$70.00
\$2,001 – 3,000	\$85.00
\$3,001 – 4,000	\$100.00
\$4,001 – 5,000	\$115.00
\$5,001 – 6,000	\$130.00
\$6,001 – 7,000	\$145.00
\$7,001 – 8,000	\$160.00
\$8,001 – 9,000	\$175.00
\$9,001 – 10,000	\$190.00

A Certificate of Completion fee of \$25.00 is added to the permit fee.

If the cost estimate is greater than \$10,000, please call 448-8600 for permit fee and other possible requirements.

# 4 Follow Through with Application Requirements:

- Ensure that all necessary inspections are performed. Inspections of footings and/or foundation depth before pouring concrete and setting posts for self-supporting signs and upon completion are required.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

# Helpful Information:

- Sign regulations are set forth in Part C, Section VI, Article 2 of the Zoning Ordinance. The Zoning Ordinance is available on the city website at [www.syracuse.ny.us/Zoning\\_Ordinances.aspx](http://www.syracuse.ny.us/Zoning_Ordinances.aspx).
- Temporary portable signs are not permitted in the public right-of-way. Temporary signs are permitted on private property only by approval from the Zoning Administrator.
- If a property is located within a local preservation district or is a local protected site, a Certificate of Appropriateness will be required from the Landmark Preservation Board. Call 448-8108 for more information.
- Call 448-8600 with any questions regarding construction details.
- Call 448-8640 for type, amount, and location of signage allowed in individual zoning districts.
- Animated signs are prohibited within the City of Syracuse.
- Free 2-hour parking is available on the northwest corner of South Warren and East Washington Streets.

## Division of Code Enforcement Permit Office

201 East Washington Street  
City Hall Commons, Room 101  
Syracuse, NY 13202

8:00 a.m. – 5:00 p.m.

(315) 448-8600  
[www.syracuse.ny.us](http://www.syracuse.ny.us)