



# PERIODIC INSPECTION APPLICATION | CITY OF SYRACUSE

**SELECT A CERTIFICATE TYPE BELOW. COMPLETE APPLICATION AND RETURN WITH PAYMENT TO**

CITY OF SYRACUSE DIVISION OF CODE ENFORCEMENT, 201 EAST WASHINGTON ST, 3RD FLOOR, SYRACUSE, NY 13202 | 315.448.8695

**RENTAL REGISTRY CERTIFICATE - \$150.00**  
FOR 1&2 FAMILY NON-OWNER OCCUPIED HOMES  
COMPLETE PARTS I, II, AND III

**CERTIFICATE OF COMPLIANCE - \$55.00 PLUS \$20.00 FOR EACH UNIT IN EXCESS OF TWO**  
FOR 3+ FAMILY OR MIXED-USE STRUCTURES  
COMPLETE PARTS I AND II

**RENTAL REGISTRY EXEMPTION**  
FOR 1&2 FAMILY HOMES OCCUPIED BY OWNER  
OR BY OWNER'S SPOUSE, PARENTS, SIBLINGS,  
OR CHILDREN - COMPLETE PART IV

## PART I: PROPERTY OWNER INFORMATION

THE FOLLOWING INFORMATION IS REQUIRED PER ARTICLE 2, SECTION 27-11 OF THE PROPERTY CONSERVATION CODE OF THE CITY OF SYRACUSE.

### PROPERTY ADDRESS:

#### PROPERTY OWNER

NAME  
ADDRESS  
CITY STATE ZIP  
PHONE HOME WORK CELL  
EMAIL

#### PROPERTY MANAGER

NAME  
ADDRESS  
CITY STATE ZIP  
PHONE HOME WORK CELL  
EMAIL

## PART II: BUILDING INFORMATION

NUMBER OF STRUCTURES ON LOT: TYPE OF CONSTRUCTION: MASONRY WOOD FRAME ATTIC: (Y) (N)  
NUMBER OF: APARTMENTS SLEEPING ROOMS COMMERCIAL UNITS  
AUXILIARY BUILDING: GARAGE NUMBER OF SPACES CARRIAGE HOUSE SHED

**TOTAL UNITS BY STORY: (ROOMING HOUSE ONLY)**  
BASEMENT THIRD  
FIRST FOURTH  
SECOND FIFTH

**COMMERCIAL UNITS**  
UNIT 1 USE  
UNIT 2 USE  
UNIT 3 USE  
For more than 3 Commercial Units use separate sheet

## PART III: INSPECTION APPROVAL/DISAPPROVAL - FOR RENTAL REGISTRY ONLY

I, \_\_\_\_\_, am the owner/agent of the above referenced property. I have retained legal custody and control over the property to have it inspected. I agree and consent to allow the City to inspect the property in its entirety as part of the City and/or State requirement for a Rental Registry Certificate/Certificate of Compliance. Inspection permission includes the initial inspection, any and all necessary reinspection and audit inspections until such time as a Rental Registry Certificate/Certificate of Compliance is issued. I voluntarily and without any fear, threats, or promises consent to the inspections referenced above.

I do not consent to have my property inspected by the City of Syracuse\*\*

\*\*Please be advised that the City of Syracuse may make an application for an administrative inspection warrant, which may cause a delay in processing your application for a Rental Registry Certificate/Certificate of Compliance.

## PART IV: EXEMPTION REQUEST + AFFIDAVIT - FOR SINGLE + TWO-FAMILY PROPERTIES ONLY

Select the exemption type you are requesting below and sign the affidavit.

#### OWNER OCCUPIED

I am the owner of this property and occupy one or both of the units as my primary residence.

#### FAMILY-BASED EXEMPTION

I am the owner of this property and it is occupied by my immediate family member.

#### VACANT

This property is currently vacant.

I, \_\_\_\_\_, state under oath that I am the owner of the property referenced on the previous page. I certify that all the above information is accurate. I state under oath that if the above listed information changes and the property is no longer occupied by myself or an individual(s) who is/are not related to me by blood, marriage, or adoption, I will apply for a rental registry certificate through the Division of Code Enforcement for the City of Syracuse.

SIGNED

DATE

PRINT NAME

## SECTION II - FOR ADMINISTRATIVE USE ONLY

### **PART II(B): BUILDING INFORMATION - TO BE FILLED OUT BY THE DIVISION OF CODE ENFORCEMENT**

Lot Size                      Assessment (Family Code)                      Present Use (be specific)  
Date of Last Certificate of Compliance                      Rental Registry                      Legal use at that time  
Date of Last Zone Check                      Legal Use at that time

### **PART II(c): ZONING INFORMATION - TO BE FILLED OUT BY THE DEPARTMENT OF ZONING**

Present zoning is                      and has been since .                      A Variance/Conditional Use/Special Permit/Certificate of Appropriateness/Certificate of Suitability  
was granted/denied on                      . Notes for Above:

Use is legal\* for

Non-Conforming:                      Use                      Lot Size                      Other

Failure to occupy and maintain the property as a                      for a period of two or more years will result in the loss of the non-conforming use.

\*This certifies that the use/occupancy is legal and the density is correct. It does not certify that the structure is in compliance in terms of lot coverage parking and/or lot line restrictions.

### **ADMINISTRATIVE USE ONLY**

PROCESSED ON  
RECEIVED BY  
IPS CASE NUMBER