



DIVISION OF CODE ENFORCEMENT  
Stephanie A. Miner, Mayor

## Certificate of Use Business License – Instructions and Application

### GENERAL INFORMATION

- The **Certificate of Use** Business License is required for all businesses of the types listed below

- **Bar**
- **Restaurant**
- **Drug Store**
- **Food Store** (under 20,000 sf or has a pharmacy)
- **Smoking Establishment**

*Definitions of the business types which require the Certificate of Use Business License, and other terms used in this application, are listed on Page 6 of this application, as per [Chapter 27 of the Revised General Ordinances of the City of Syracuse](#) Article 12, the Property Conservation Code of the City of Syracuse.*

- The **Certificate of Use** Business License is intended to ensure these businesses operate in accordance with the law, do not negatively impact surrounding residential neighborhoods, and do not endanger citizens' health, safety and welfare.
- Both the **Proprietor of the Business** and the **Owner of the Property** where the Business will operate are responsible for obtaining the **Certificate of Use** Business License.
- The license is renewable every two years (must apply for renewal 60 days before expiration).
- The license is not transferable to a new Proprietor, Address, or type of business.
- A Nonrefundable Application Fee of \$500 is required with all **Certificate of Use** Business License Applications.
- Premises will be inspected during normal business hours.
- Certificate must be posted conspicuously in a window or door.

### APPLICATION REVIEW PROCESS

1. **Application is Submitted**
  - A. A complete application, fee, and proof of Workman's Comp insurance are submitted to the Central Permit Office.
  - B. If application package is determined complete, it is accepted for review.
2. **Application is Reviewed** – the following internal reviews are conducted on both the Business Owner (Proprietor) and the Property Owner (Owner):
  - A. Criminal Background Checks – conducted and reviewed for specific types of felony and misdemeanor convictions.
  - B. Financial Indebtedness to City – city records are reviewed to determine if applicant has unpaid parking tickets, delinquent water bills, delinquent taxes, civil penalties or other housing judgments or monies due the city.
  - C. All required approvals – Proprietor and Owner must have all required applicable licenses, permits, and approvals necessary for the business. Please refer to the documents below, which list the required approvals for each type of business. They can be found at [www.syr.gov.net/Business\\_Resources.aspx](http://www.syr.gov.net/Business_Resources.aspx).
    - i. [Permits and Licenses Required for a Restaurant or Bar](#)
    - ii. [Permits and Licenses Required for a Retail Business \(Drug Store, Food Store\)](#)

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3. **Premises Inspected** – The applicant will be notified they are eligible to request inspections, which occurs only after applicant passes above internal reviews. The premises will be inspected by the departments listed below to determine if the Proprietor and Owner are complying with applicable laws and ordinances.
  - A. Code Enforcement
  - B. Fire Prevention
  - D. Zoning
  
4. **License Issued** – if internal reviews and inspection of premises are satisfactory, a Certificate of Use or Conditional Certificate of Use can be issued.
  - A. Certificate of Use – when all inspections and reviews are satisfactorily completed and applicable fees paid, a Certificate of Use will be issued.
  - B. Conditional Certificate of Use – a Conditional Certificate of Use may be issued when the Director of Code Enforcement receives a signed, notarized statement from the Owner or Proprietor indicating their intention to meet any requirements identified in the inspections or internal reviews. If the requirements are not met by the date listed on the Conditional Certificate of Use, the license is denied.
  
5. **License Denied** – if internal reviews and inspection of premises are not satisfactory, the application is denied.
  - A. The applicant will be notified:
    - i. the reason(s) for denial, and
    - ii. he or she has a right to request a hearing.

**FAILURE TO APPLY OR RENEW** – Failure to apply for initial or renewal license can result in business closure and/or civil and criminal penalties.

**FAILURE TO MAINTAIN GOOD ORDER** – Proprietors are expected to comply with all:

- Federal and State statutes, rules and regulations
- City of Syracuse local laws, ordinances, rules and regulations
- Notices, orders, decisions, and determinations by City officials

Failure to do so will result in points assigned, based on the severity of the violation and conviction. Accumulation of excessive points in a twelve or twenty-four month period can result in the license suspended or revoked, business closure, and/or civil and criminal penalties.

**Certificate of Use Business License Instructions and Application**

Ken Towsley  
Director

Sam Perry  
Assistant Director



Tom Steinberg  
Assistant Director

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**APPLICATION REQUIREMENTS** – Application, documents and fees must be submitted to:

Central Permit Office  
201 East Washington Street, Room 101 • Syracuse, New York 13202  
Phone # 315-448-8474 • [BusinessLicense@syrgov.net](mailto:BusinessLicense@syrgov.net)

- Pages 3, 4 and 5 of the **Certificate of Use** Business License Application completed in full, and signed by the Owner or Proprietor in the presence of a notary public.
- Application Fee: \$500. Make check payable to Commissioner of Finance.
- OPTIONAL: Provide date-stamped pictures of the outside of the business showing signage and building façade. This can potentially speed the review of your application. These can be hard copies submitted with the application, or electronic copies emailed to: [BusinessLicense@syrgov.net](mailto:BusinessLicense@syrgov.net).

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**Business Information**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Type of Business:  Bar  Drug Store  Food/Convenience Store  Restaurant  Smoking Establishment

New or Renewal:  New License  Renewing License # \_\_\_\_\_

**Business Owner (Proprietor) Information**

Business Owner: \_\_\_\_\_ Business Owner Date of Birth: \_\_/\_\_/\_\_\_\_  
First Middle Last

Business Owner Address: \_\_\_\_\_

Business Owner Phone(s): \_\_\_\_\_ Business Owner Email: \_\_\_\_\_

Is the Business Owner a (check one) \_\_ Sole Proprietor, \_\_ Partnership, \_\_ Corporation or \_\_ LLC

If other than Sole Proprietor, list all partners and limited liability company members, including address and dates of birth.

Also list any assumed names of the Business (D/B/A).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Certificate of Use Business License Instructions and Application

## Applicant Information (if Applicant is not Business Owner/Proprietor)

Applicant Name: \_\_\_\_\_ Applicant Date of Birth: \_\_\_/\_\_\_/\_\_\_  
First Middle Last

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

## Building Owner (Owner) Information

Owner Name: \_\_\_\_\_ Owner Date of Birth: \_\_\_/\_\_\_/\_\_\_  
First Middle Last

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

## Additional Business Information

Days/Hours of Operation: Sun: \_\_\_\_\_ Mon: \_\_\_\_\_ Tue: \_\_\_\_\_ Wed: \_\_\_\_\_ Thu: \_\_\_\_\_ Fri: \_\_\_\_\_ Sat: \_\_\_\_\_

Is there on-site cooking?  Yes  No *If yes, do you have a fire suppression hood system?  Yes  No*

Is there on-site food preparation?  Yes  No *If yes, do you have a **Special Permit** for food prep?  Yes  No*

Do you have a Fire Alarm / Smoke Detector system?  Yes  No Fire Department Capacity #: \_\_\_\_\_

Do you have a sprinkler system in your space?  Yes  No

Do you have an elevator or dumb-waiter in your space?  Yes  No

Is there any interior seating?  Yes  No *If yes, state number of tables: \_\_\_\_\_*

Is there any outside seating?  Yes  No *If yes, state number of tables: \_\_\_\_\_*

Number of on-site parking spaces: \_\_\_\_\_

Do you have music or entertainment?  Yes  No

*If yes, do you have a **Dance/Floor Show/Entertainment License**?  Yes  No*

*If yes, do you have a **Special Permit** for Entertainment?  Yes  No*

Do you have any amusements such as video games or a juke box?  Yes  No *If yes, how many: \_\_\_\_\_*

*If yes, is the **Amusement Device Location License** current and displayed?  Yes  No*

If licensed by New York State Alcoholic Beverage Control Board, License #: \_\_\_\_\_

List all State, County, and additional City Licenses held by the Business: \_\_\_\_\_

**REMINDER:** Proprietor and Owner must have all required applicable licenses, permits, and approvals necessary for the business. The links below can be found at: [www.syrgov.net/Business\\_Resources.aspx](http://www.syrgov.net/Business_Resources.aspx).

- i. [Permits and Licenses Required for a Restaurant or Bar](#)
- ii. [Permits and Licenses Required for a Retail Business \(Drug Store, Food Store\)](#)

**Certificate of Use Business License Instructions and Application**

The undersigned \_\_\_\_\_ does hereby apply to the City of Syracuse, State of New York, for a Business Certificate of Use License pursuant to Chapter 27, Article 12 of the Revised General Ordinances of the City of Syracuse.

**INDEMNIFICATION**

Upon issuance of this license, the applicant agrees to indemnify, defend and hold harmless the City of Syracuse, its officers, agents, and employees from and against any and all damages, claims costs, or expense arising from the issuance of this license, provided that such damage, claim cost or expense is attributable to bodily injury, sickness, disease, or death or damage to property. This indemnity shall survive the expiration and/or termination of this license.

\_\_\_\_\_  
Signature of Applicant

Sworn before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Print Name

Notary Public \_\_\_\_\_

\_\_\_\_\_  
Title

## Certificate of Use Business License Instructions and Application

Definitions of the business types required to obtain the Certificate of Use Business License, and other terms used in this application are listed below, as found in [Chapter 27 of the Revised General Ordinances of the City of Syracuse](#) Article 12, the Property Conservation Code of the City of Syracuse.

- A. **“Bar”** shall mean one (1) or more of the following:
  - 1. A building or portion thereof where alcoholic beverages are sold for consumption on the premises;
  - 2. A building or portion thereof operated for profit or pecuniary gain or as a place of assembly where alcoholic beverages are provided by the operator of the premises, his or her agents, servants or employees, or are brought onto said premises by persons assembling there.
- B. **“Business”** and **“Businesses”** shall mean a Bar, Food Store, Drugstore, Restaurant or Smoking Establishment as defined herein.
- C. **“Drugstore”** shall mean a Building or portion thereof where prescription drugs are sold at retail, together with dry goods, food or beverages.
- D. **“Food Store”** means a Building or portion thereof with a total floor space less than twenty thousand (20,000) square feet which is devoted, in whole or part, to the sale of dry goods and food and beverages to be consumed off the premises.
- E. **“Owner”** means and includes the owner or owners of the freehold of the premises or lesser estate therein who appears as the owner of record with the Onondaga County Clerk’s Office, as well as any person, agent, firm, entity or corporation having any legal or equitable interest in the property at the time a notice, order or other document is issued by the Division of Code Enforcement.
- F. **“Proprietor”** means an owner and/or operator or future owner and/or operator of the Business specified on a particular Certificate of Use for a particular Business location.
- G. **“Premises”** shall mean the building in which the Business is located, as well as accessory structures and uses, including parking lots, and the land on which the building is located.
- H. **“Restaurant”** shall mean a building or portion thereof where food is sold to be consumed on or off the Premises. This definition shall not include a building or portion thereof where a non-alcoholic beverage or snack is available but is incidental to the conduct of the business at the Premises or a college or university’s dining halls.
- I. **“Smoking Establishment”** shall mean a building or portion thereof where tobacco products and paraphernalia, which includes but shall not be limited to cigarettes, cigars, pipes, Kreteks (clove cigarettes), hookahs, and Shisha, are used and/or consumed on the premises.