



APPLICATION FOR ANNUAL SNOW PLOWING LICENSE

Instructions:

1. Processing time for this Application is approximately 2 weeks.
2. Required Submittals:
 - a. Completed Application with payment. Checks or money orders are acceptable forms of payment. All checks/money orders must be made payable to "Commissioner of Finance". The City does not accept CASH.
 - b. Certificate for General liability (\$1,000,000 policy) insurance certificate with the City listed as additional insured. The certificate holder on the policy should be: City of Syracuse DPW, 1200 Canal St. Ext. Syracuse, New York 13210. The City also requires the declaration page or endorsement confirming the City as an additional insured.
 - c. Auto Insurance Policy with a minimum limit of five hundred thousand dollars (\$500,000.00), with a minimum of fifty thousand dollars (\$50,000.00) property damage coverage that lists the City of Syracuse as additionally insured;
 - d. Proof of Workers' Compensation and/or Disability Coverage if applicable.
 - e. Copy of Vehicle Registration;
 - f. Copy of New York State Driver's License of vehicle driver.
3. The fee for this license is \$50.00 with an additional fee of \$10.00 for each additional piece of snow removal equipment being utilized by the snow removal contractor.
4. In order to add a piece of equipment to the license the contractor must provide written documentation to confirm employment status for employee vehicles and for subcontractor vehicles the contractor must provide an executed agreement to confirm the relationship between the contractor and the subcontractor. This documentation should be provided with the Application.
5. If a license is granted, a decal will be issued that must be placed on the piece of snow equipment being utilized by the snow removal contractor. Additional pieces of equipment that are licensed will also be issued a decal. The decal shall be at all times affixed to and remain affixed to the snow removal equipment in a conspicuous place where same may be plainly seen during the life of such license. No identification decals shall be required for walk behind snow blowers or any clearing equipment less than fifty (50) inches wide; however, contractors utilizing this equipment shall be required to comply with the license requirements under Article 14 of the Revised General Ordinances of the City of Syracuse.
6. This Application, along with the accompanying fees and insurance documentation, must be submitted to:
City of Syracuse Central Permit Office
201 East Washington Street, Room 101
Syracuse, New York 13202
7. Any questions with regard to this Application please call Pam Dalton at 315-448-8474 or email BusinessLicense@syr.gov.

City Regulations for All Snow Plow Drivers:

- Pursuant to Section 9-161(b) of the Revised General Ordinances of the City of Syracuse: “No snow removal contractor shall sweep, throw, deposit or plow snow or any other material or materials prohibited by this ordinance or any ordinance of the City of Syracuse into the street, gutter or public square or park or any sidewalks within the City.”
 - For example:
 - All snow from any property shall stay “self-contained” during any snowplowing activities.
 - Absolutely no snow may be pushed across the street or into the street.
 - No snow piles may be created at the end of the plowed driveway that would make ingress/egress unsafe for pedestrians and other vehicles.
 - No snow piles may be created, blocking the sidewalk.

Violations of the above regulations and other pertinent City ordinances and regulations regarding snow plowing and removal may result in tickets, fines, and/or the revocation of a City snow plowing license.

Fee: \$50.00 First Vehicle
\$10.00 for each additional Vehicle



APPLICATION FOR SNOW PLOWING LICENSE

Name of Applicant _____

Address _____

Phone: _____

City/State/Zip _____

Business Name _____

Business Address _____

City/State/Zip _____

Business Phone # _____

Is the Applicant a Corporation, Partnership, Association or Firm? _____ if yes, list its principal officers with their respective places of residence, phone numbers and titles _____

New York State Tax Identification # _____

Number of Vehicles/Equipment _____

The undersigned _____, does hereby apply to the City of Syracuse, State of New York, to engage in the business of snow plowing, pursuant to Chapter 9, Article 14 of the Revised General Ordinances of the City of Syracuse.

INDEMNIFICATION STATEMENT

The applicant, upon issuance of a license, herein agrees to indemnify and save harmless the City of Syracuse, its agents, officers and employees thereof from all claims, suits or actions of every name or description brought against the City, its officers, employees or agents for or on account of bodily injuries, including death or damages to property, received or sustained, or alleged to be sustained by any person or persons arising out of the license issued herein. This indemnity shall survive the expiration and/or termination of this license.

SIGNATURE OF APPLICANT

DATE

PLEASE PRINT NAME

Sworn to before me this ____ day
of _____, 20__.

NOTARY PUBLIC /COMMISSIONER OF DEEDS

Approvals:

The Central Permit Office will route this Application and associated submittals to the below department for their review after the applicant has submitted this Application and required submittals to the Central Permit Office.

Police Department

Application Approved _____ **Date** _____
