



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Liability Waiver Permit Application Instructions

Overview: The Liability Waiver Permit is required for the closure or partial closure of a street or sidewalk for work occurring in the *right-of-way* in the City of Syracuse. *Right of way* is defined as the land and facilities that are maintained and regulated for public use, typically roads and sidewalks and the utilities and amenities on, under, or above them.

Application Contents:

- Permit Requirements
- Application Checklist
- Submittal Instructions
- Liability Waiver Permit Application, pages 2 to 3

Permit Requirements:

- Application and documents must be submitted 10 days prior to construction.
- If metered parking spaces are affected by work, the applicant must complete and submit the Parking Meter Rental Application with the Liability Waiver Permit Application submission.

Application Checklist:

- Completed Liability Waiver Permit Application.
- Completed Parking Meter Rental Permit Application (if applicable).
- Non-refundable \$50 Application Fee. Check or Money Order payable to Commissioner of Finance.
- Insurance Certificate from Contactor, in the amount of \$1 million for General Liability, listing the City of Syracuse as additionally insured.
- Temporary Traffic Control (TTC) Plan:
 - Must show all traffic control devices being used (signage, cones, barricades, etc.), as well as how the applicant will block off the street or sidewalk where the work is occurring.
 - Must show how the applicant plans to route pedestrian/vehicular traffic around the work.
 - Must show dimensions of street/sidewalk left open to pedestrian/vehicular traffic.
 - Must be in accordance with the Federal Manual of Uniform Traffic Control Devices (MUTCD) most recent edition.

Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fee, and additional documents must be submitted to:

City of Syracuse, Central Permit Office

One Park Place

300 South State St.

Syracuse, NY 13202

315-448-4754 | permits@syr.gov



CENTRAL PERMIT OFFICE

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Liability Waiver Permit Application

Company Name: _____

Address: _____

Contact Name: _____

Home Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

Request (check all that apply):

_____ Partial Street Closure

_____ Full Street Closure

_____ Dumpster

_____ Partial Sidewalk Closure

_____ Full Sidewalk Closure

_____ Cranes In-Transit

_____ Concession Stand

_____ Lift Truck, Window Washer

_____ Item on Sidewalk

_____ Other: _____

For a partial sidewalk closure or item on sidewalk, the applicant must verify there is 3 feet of uninterrupted sidewalk space for pedestrians.

For a dumpster, the Waste Hauler must be licensed to operate in the City of Syracuse pursuant to the [City of Syracuse Solid Waste Collection and Disposal Ordinance](#).

Waste Hauler Business Name: _____

Location: _____

Task to Perform: _____

Start Date: _____

End Date: _____

Start Time: _____

End Time: _____



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Applicant's Signature: _____ Date: _____

Please Print Name: _____

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Date Received: _____

TTC Plan Attached: ____ Yes ____ No

Insurance Certificate Attached: ____ Yes ____ No

Expiration Date: _____

Workers Compensation Included: ____ Yes ____ No

Expiration Date: _____

Date TTC to DOT for review: _____

Date TTC back from review: _____

Comments: _____

Waste Hauler Information: _____

Waiver #: _____