



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Loading Zone Permit Application Instructions

Overview: The Loading Zone Permit is required for businesspersons with non-commercial license plates to utilize designated loading zones within the City of Syracuse.

Application Contents:

- Permit Requirements
- Application Checklist
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Permit Requirements:

- The Loading Zone Permit does not allow for long-term parking. No person shall stop, stand, or park a vehicle for any purpose or length of time, other than for the expeditious delivery or pick-up and loading or unloading of materials. In no case shall the stop for loading and unloading of materials exceed 30 minutes.
- The Loading Zone Permit must be displayed in the lower right-hand portion of the vehicle windshield and visible from the outside.
- A maximum of two permits will be issued per business.
- The Loading Zone Permit will remain effective for one year from the date issued. It is the responsibility of the business owner to contact the Central Permit Office for renewals.
- If the loading zone is in a metered area, the driver is required to pay the meter.
- The permit will not be issued if the applicant, vehicle owner, or vehicle driver has outstanding parking violations in the City of Syracuse.
- The City has the authority to revoke the Loading Zone Permit if any of the conditions listed on this application get abused.

Application Checklist:

- Completed Loading Zone Permit Application.
- Application Fee: \$25 per vehicle. There is an additional \$15 fee for replacing a lost/damaged permit or if the vehicle information changes. Check or Money Order payable to Commissioner of Finance.

Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application and fee 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

CITY OF SYRACUSE, MAYOR BEN WALSH

Loading Zone Permit Application

(For Non-Commercial License Plates)

Business Name: _____

Address: _____

Phone: _____ Alternate Phone: _____

Contact Person: _____

Contact Email: _____

Type of Business: _____

Type of Deliveries: _____

Reason for Permit: _____

1st License Plate Number: _____

Registered Vehicle Owner: _____

Registered Owner Driver's License Number: _____

Principal Driver (If not registered owner): _____

Principal Driver's License Number: _____

2nd License Plate Number: _____

Registered Vehicle Owner: _____

Registered Owner Driver's License Number: _____

Principal Driver (If not registered owner): _____

Principal Driver's License Number: _____

Applicant Signature: _____ Date: _____

Please Print Name: _____

FOR OFFICE USE ONLY

Approved Date: _____ Date Issued: _____ Date Expired: _____

Denied Date: _____ Reason(s) Denied: _____

Commissioner of Public Works Name: _____ Signature: _____