



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Oversized Vehicle Permit Application Instructions

**Overview:** The Oversized Vehicle Permit is required to operate or drive an oversized vehicle on any public street, roadway, bridge, or viaduct in the City of Syracuse. Size limitations are accounted for in Section 385 of the Vehicle and Traffic Law of the State of New York.

### Application Contents:

- Permit Requirements
- Application Checklist
- Submittal Instructions
- Oversized Vehicle Permit Application, pages 2 to 3

### Permit Requirements:

- The Oversized Vehicle Permit is issued for one-time use only and is good for the duration of the applied for trip.
- The person, partnership, firm, or corporation to whom the Oversized Vehicle Permit is issued must pay the expenses of all repairs to pavements, bridges, viaducts, roadways, manholes, sewers, receivers, or any other public property that the City of Syracuse determines is damaged because of the overweight vehicle.
- The vehicle or combination of vehicles must not operate or move over any bridge, viaduct, or other structure on any street or roadway in the City if the weight and load of such vehicle is greater than the capacity of the structure or exceeds the height of the posted clearances.
- No person shall operate or drive any tractor or other vehicle having any wheel or moveable track or tread thereof equipped with metal lugs, cleats, grouser shoes, or similar devices on any public highway or bridge in the City unless they are properly covered and guarded.
- The permit holder must always have a copy of the Oversized Vehicle Permit and the New York State Divisible Load Permit in the permitted vehicle.
- The permit holder must be in compliance with all other rules and regulations described [in Chapter 55, Section 53 of the City of Syracuse Ordinances](#).

### Application Checklist:

- Completed Oversized Vehicle Permit Application, signed in the presence of a notary public.
- Application Fee: \$25 for first mile, and \$15 for each additional mile on designated route. Check or Money Order payable to Commissioner of Finance.
- Copy of New York State Special Hauling Permit.
- Certificate of Insurance with \$1 million General Liability, listing the City of Syracuse as additionally insured.
- Auto Insurance Policy with a minimum limit of \$500,000 and a minimum of \$50,000 property damage coverage, listing the City of Syracuse as additionally insured.
- Copy of Vehicle Registration.
- Map of Proposed Route.

### Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application, fees, and 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](mailto:permits@syr.gov)



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## Oversized Vehicle Permit Application

Applicant Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Carrier Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Is your Business one of the following (circle one)? Corporation / Partnership / Association / Firm

If yes, list all principal officers including their addresses, phone numbers, titles, and dates of birth:

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

Vehicle Dimensions: \_\_\_\_\_ Date of Trip: \_\_\_\_\_ # of Miles in Syracuse: \_\_\_\_\_

### Power Unit or Single Unit Information:

US DOT Number of Carrier: \_\_\_\_\_ Power Unit Registration Plate Number: \_\_\_\_\_

Power Unit Registration Slate Number: \_\_\_\_\_ Power Unit VIN Number: \_\_\_\_\_

Number of Axles: \_\_\_\_\_ Manufacturer's Gross Vehicle Weight Rating (GVWR): \_\_\_\_\_

Year and Make of Vehicle: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

### Trailer Information:

Trailer VIN Number: \_\_\_\_\_ Year and Make: \_\_\_\_\_

Trailer Registration Plate Number: \_\_\_\_\_ State of Registration: \_\_\_\_\_

Number of Axles: \_\_\_\_\_ Manufacturer's GVWR: \_\_\_\_\_

Current/Valid NYS Divisible Load Permit Number: \_\_\_\_\_



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The undersigned \_\_\_\_\_ does hereby apply to the City of Syracuse, State of New York, to engage in the business of utilizing an oversized vehicle, pursuant to Chapter 55 of the Revised General Ordinances of the City of Syracuse.

## Indemnification Statement

Upon issuance of this Oversized Vehicle Permit, the applicant agrees to indemnify, defend, and hold harmless the City of Syracuse, its officers, agents, and employees from and against all damages, claims costs, or expense arising from the issuance of this Oversized Vehicle Permit, if 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 permit.

Section below to be completed in the presence of Notary Public:

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Duly sworn to before me on this \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

Applicant Name

SEAL/STAMP

\_\_\_\_\_  
Notary Public Print Name

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