



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Parking Meter Rental Permit Application Instructions

Overview: The Parking Meter Rental Permit is required to reserve the use of metered parking space(s) in the City of Syracuse.

Application Contents:

- Permit Requirements
- Application Checklist
- Submittal Instructions
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Permit Requirements:

- Meter spaces will only be issued for the following purposes, or for a purpose approved by the Commissioner of Public Works:
 - The meter is within a designated work zone and the appropriate permit is obtained.
 - The placing of a dumpster, lift truck, dump truck, crane, etc. and the appropriate permit is obtained.
 - When a street cut is required within the parking area.
 - When moving vans are required for relocating businesses.
 - Social or community events.
- At no time are metered spaces to be used for a parking space of a construction vehicle or to be used on handicapped parking meters.
- It is the responsibility of the applicant to block off requested spaces using appropriate barricades.

Application Checklist:

- Completed Parking Meter Rental Permit Application.
- Non-Refundable Application Fee: \$18 per space, per day. 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

Parking Meter Rental Permit Application

Business Name: _____

Address: _____

Phone: _____ Alternate Phone: _____

Contact Person: _____

Contact Phone: _____ Contact Email: _____

Street Location Needed: _____

_____ North Curb _____ South Curb _____ East Curb _____ West Curb

Reason Requested: _____

First Date of Use: _____ Last Date of Use: _____

Total Number of Days (excluding Sundays and Holidays): _____

Number of Spaces Requested: _____ Total Fees: _____

List Vehicle License: _____ Plate Number: _____

I certify that the above conditions have been met and that the parking meter bags and cones will not be used to reserve a parking space for either personal or business use.

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:

Print Name: _____ Signature: _____