



# CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

## Sidewalk Construction Permit Application Instructions

**Overview:** The Sidewalk Construction Permit is required for replacing or constructing a sidewalk 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
- Sidewalk Construction Permit Application, page 2 to 4
- Sidewalk Depth Standard, page 5

### Permit Requirements:

- Application must be submitted at least 10 days prior to construction.
- If metered parking spaces are affected by work, the applicant must also submit the Parking Meter Rental Permit Application with the Sidewalk Construction Permit Application.
- You must submit a location request with UDig NY online at [udignyny.org](http://udignyny.org) or by phone at 811 at least two working days but no more than 10 days, excluding weekends and legal holidays, before beginning any work.

### Application Checklist:

- Completed Sidewalk Construction Permit Application, pages 2 to 4.
- Non-Refundable \$25 Application Fee. Check or Money Order payable to Commissioner of Finance.
- Insurance Certificates from Contractor, in the amount of at least \$1 million in General Liability and \$500,000 in Workers' Compensation, listing the City of Syracuse as additionally insured. If Homeowner, a copy of your Homeowner's Insurance Certificate.
- Diagram of Sidewalk Work/Traffic Control with Dimensions **on separate sheet of paper:**
  - Must show where sidewalk is on property, dimensions of sidewalk, and whether the sidewalk runs through the driveway. City standards require concrete sidewalks to continue through driveways.
  - 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.
- UDig NY location request completed.

### 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](mailto:permits@syr.gov)



# CENTRAL PERMIT OFFICE

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## Sidewalk Construction Permit Application

Date of Application: \_\_\_\_\_

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

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

Applicant Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_

Location of Sidewalk: \_\_\_\_\_

Dimensions of Sidewalk: \_\_\_\_\_

Reason for Sidewalk Construction: \_\_\_\_\_

\_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# CENTRAL PERMIT OFFICE

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## Sidewalk Construction Liability Waiver

Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Waste Hauler Business Name: \_\_\_\_\_

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](#).

Location: \_\_\_\_\_

### Task to Perform: Sidewalk Replacement

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

### FOR OFFICE USE ONLY

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 Number: \_\_\_\_\_



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## Sidewalk Construction Agreement

I, the applicant, understand and agree that as part of my sidewalk construction, I:

(Initial next to each item)

\_\_\_\_\_ Have read and am familiar with the **Sidewalk Construction Standards** provided to me on the City's website ([Click here to view](#)) or made available to me at the Central Permit Office.

\_\_\_\_\_ Shall contact the City Arborist (315-473-4330) if there is a tree adjacent to the walk.

\_\_\_\_\_ Shall submit a location request with UDig NY online at [udignyny.org](http://udignyny.org) or by phone at 811 at least 2 working days but not more than 10 days prior to any construction.

\_\_\_\_\_ Shall install the sidewalk at least 5 feet wide.

\_\_\_\_\_ Shall install a concrete sidewalk according to the Sidewalk Construction Standards.

\_\_\_\_\_ Shall install the sidewalk through all driveways on the property.

\_\_\_\_\_ Shall install the sidewalk 5 inches thick and 7 inches thick when running through driveway (see attached depth standard).

\_\_\_\_\_ Shall contact the sidewalk inspector (315-448-8548) after the work is completed to consent to inspection by the same.

\_\_\_\_\_ Understand that failure to comply with any or all construction specifications may result in a "condemnation" by the City, wherein the abutting property owner will be responsible for all costs associated with replacement according to such specifications.

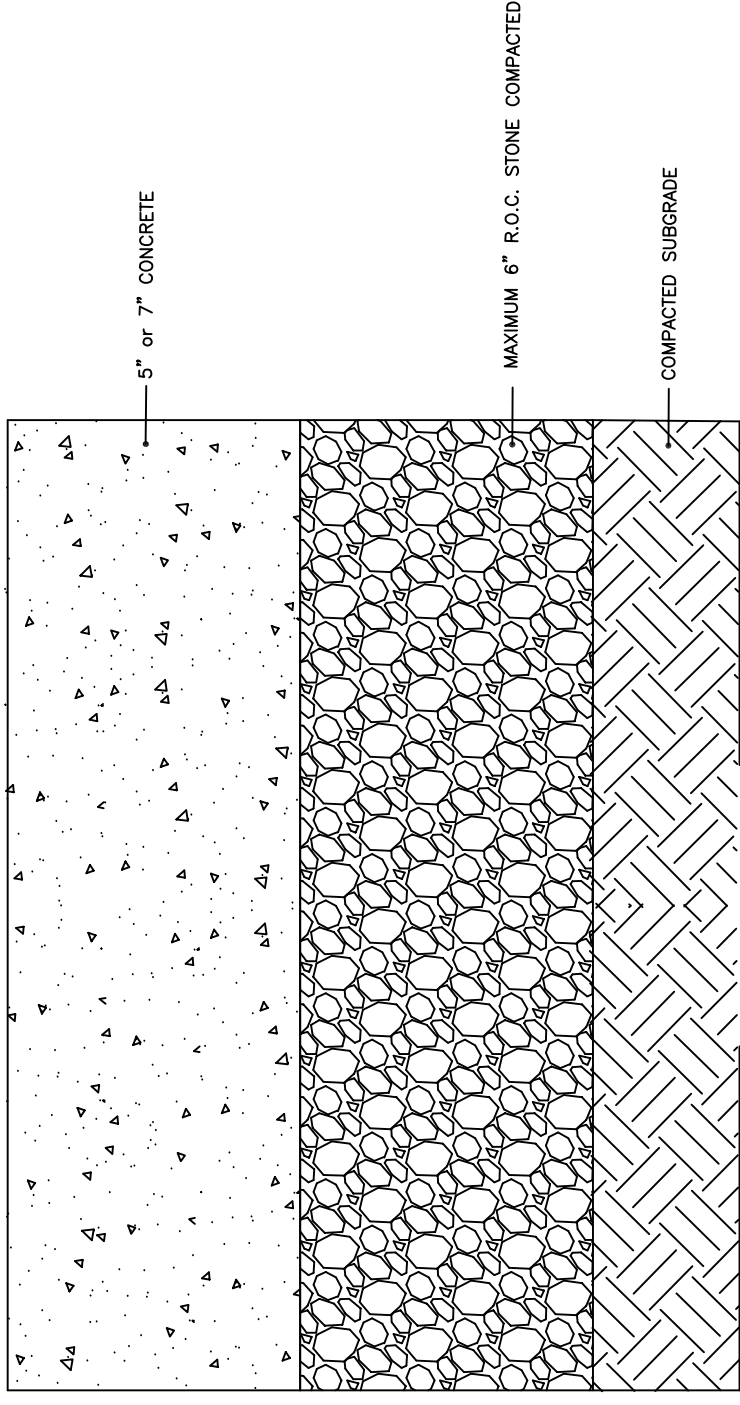
\_\_\_\_\_ Understand that Property owners who elect to replace their sidewalk will do so at their own cost and will not be eligible for an exemption of the annual municipal sidewalk fee on their property taxes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

THE STANDARD WIDTH FOR ALL SIDEWALKS SHALL BE FIVE FEET (5') MINIMUM (NEW OR REPLACEMENT). ALL SLOPES SHALL CONFORM & BE CONSISTENT WITH THE CURRENT ADA STANDARDS IN EFFECT AT THE TIME OF CONSTRUCTION (REFERENCE APPLICABLE NYS DOT STANDARD DETAILS AND SHEETS), ALL CONSTRUCTION SHALL MEET THE STANDARDS TO THE MAXIMUM EXTENT POSSIBLE. ANY DEVIATION FROM THE STANDARDS SHALL BE FULLY DOCUMENTED PER NYS DOT STANDARDS, THE CITY ENGINEER SHALL BE CONSULTED ON ALL DEVIATIONS FROM THE STANDARDS.



PAY LIMIT - ITEM(S) 52 & 53

SIDEWALK AND DRIVEWAY SIDEWALK DETAIL  
 PAY ITEM 52 AND 53 (A1 - One Pour)  
 (NOT TO SCALE)

CITY OF SYRACUSE DEPARTMENT OF ENGINEERING	
DESIGN-CONSTRUCTION DIVISION	SCALE: PLOTTED BY: NONE APPROVED BY:
SIDEWALK AND DRIVEWAY SIDEWALK DETAIL	
DATE: 2008	MARY E. ROBISON, P.E. CITY ENGINEER

REVISIONS:

Feb 2, 2024	