

Congratulations. Your improvements will help to make Rochester a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Zoning and Buildings staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526.**

City of Rochester
Department of Neighborhood
and Business Development
City of Rochester Permit Office
City Hall, Room 121B
30 Church Street
Rochester, New York 14614



1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including the size and location of the awning.
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office and at www.cityofrochester.gov, type "building permits" in the search box.

2 Follow Through with Application Requirements:

- Ensure that an inspection of the framing before it is enclosed and an inspection after final completion are performed.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

3 Supply Additional Submissions:

- Include two (2) copies each of:
 - An Instrument Survey Map of the property.

- Construction details, drawn to scale, including dimensions, graphics, methods of attachment, and footings/foundation, if applicable. Drawings may need to be signed and sealed by a design professional licensed in the State of New York.

4 Pay the Required Fees:

The fee for your permit is based on the written cost estimate of the project including labor and materials whether purchased, owned or donated.

Cost Estimate	Permit Fee
\$0 – 2,000	\$50.00
\$2,001 – 4,000	\$70.00
\$4,001 – 6,000	\$90.00
\$6,001 – 8,000	\$110.00
\$8,001 – 10,000	\$130.00
\$10,001 – 12,000	\$150.00
\$12,001 – 14,000	\$170.00
\$14,001 – 16,000	\$190.00
\$16,001 – 18,000	\$210.00
\$18,001 – 20,000	\$230.00

*Partial fee schedule shown

If cost estimate is greater than \$20,000, please call **428-6526**.

Helpful Information:

- If awning contains graphics, it is treated as a sign and will require a sign permit instead of an awning permit.
- A flame-spread certificate will be required for cloth or vinyl covered awnings.

- An encroachment permit from the Department of Environmental Services is required if the awning will be encroaching over the public right-of-way. Call **428-6848** for more information.
- Minimum height restrictions will apply if awning is located over pedestrian access way. Call **428-6848** for more information.
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call **428-7043** for more information.
- Call **428-6526** with any questions regarding construction details during the planning stages.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

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Monday–Friday, 9:00 am to 5:00 pm

Questions? Call 311
www.cityofrochester.gov