

**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



# Obtaining a Third Floor Occupancy Permit

How to  
Make the  
Process Go  
Smoothly.

Believe.

City of Rochester, NY  
Lovely A. Warren, Mayor  
Rochester City Council

## 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 square footage of habitable floor area.
- 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](http://www.cityofrochester.gov), type "building permits" in the search box.

## 2 Follow Through with Application Requirements:

- Ensure that all necessary inspections are performed. If new walls are built, framing insulation and final inspections are required.
- If the 3rd floor space is already "finished", an inspection will be required and set at the time of permit application.
- 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:

- Two (2) copies of an Instrument Survey Map of the property may be required.
- Two (2) copies of floor plans, drawn to scale, showing any alterations, room sizes, ceiling heights, stair dimensions and window type, size and locations. Drawings prepared by a licensed design professional may be required.

## 4 Pay the Required Fees:

The fee for your permit is **\$50.00**, unless alterations are taking place. If so, the fee is based on the contractor's written cost estimate including labor and materials. A Certificate of Occupancy fee is also required: minimum **\$40**.

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** for permit fee and other possible requirements.

## Helpful Information:

- The City requires hard wired smoke and fire detection systems.
- A sprinkler system may be required throughout the entire structure.
- Call **428-6526** with any questions regarding construction details during the planning stages.
- Variance approval may be required for certain expansions. Call **428-7043** to determine if the expansion is permitted.
- 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.
- 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.

## Department of Neighborhood and Business Development

City of Rochester Permit Office  
City Hall, 30 Church St., Room 121B  
Rochester, New York 14614

**Monday–Friday, 9:00 am to 5:00 pm**

**Questions? Call 311**

[www.cityofrochester.gov](http://www.cityofrochester.gov)