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 Planning and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526**.

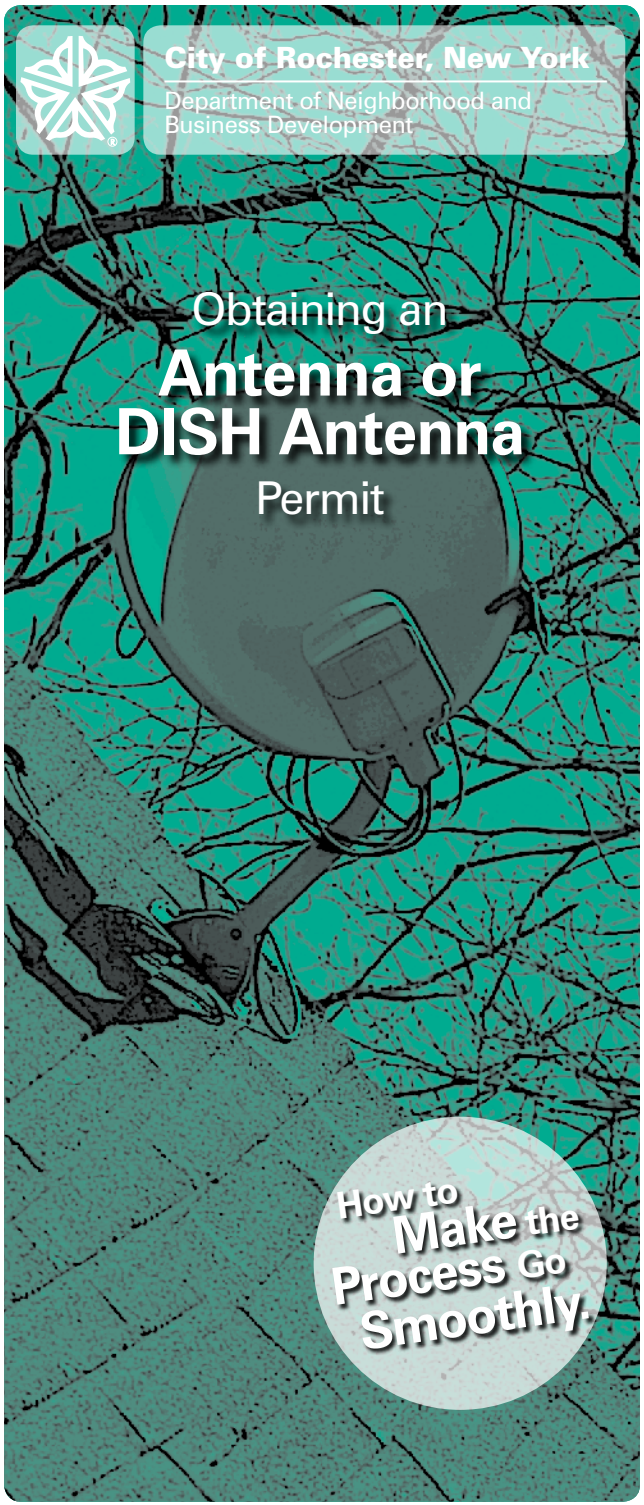
Believe.

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

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

City of Rochester, New York
Department of Neighborhood and Business Development

Obtaining an Antenna or DISH Antenna Permit



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 device.

• If the installer is the 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 inspection of footings and/or foundation depth before pouring concrete and setting posts for ground mounted systems are performed.

• Ensure that final inspection is performed upon completion.

• 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 of an Instrument Survey Map of the property.

• Installation instructions

• For dishes larger than eight (8) ft. in diameter or pole antennas taller than sixteen (16) ft., two (2) copies of structural drawings 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 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 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.

• Permits are not required for satellite dishes less than twenty-four (24) ins. in diameter. Ground mounted systems must be installed in the rear yard. Free standing structures are limited to height restrictions, dependant upon the zoning district of the property.

• Height restrictions may apply for the antenna if the property is located in the Overlay-Airport District.

• Ground mounted systems shall have a footing depth of forty-eight (48) ins. or more.

• Call **428-6526** with any questions regarding construction details during the planning stages.

• Call **428-7043** for information regarding personal wireless communications facilities.

• 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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City Hall, 30 Church St., Room 121B
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Monday–Friday, 9:00 am to 4:00 pm

Questions? Call 3ll

www.cityofrochester.gov

03757-0414pd