

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 Planning and Zoning 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

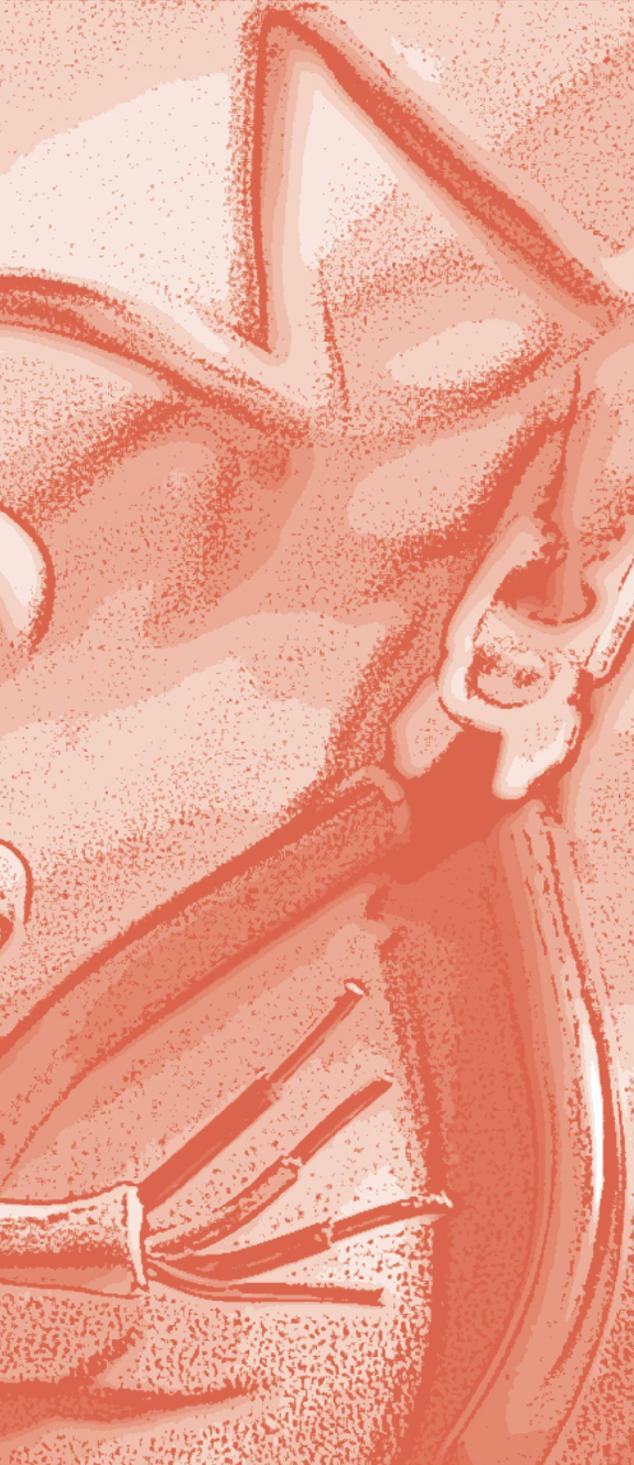


City of Rochester, New York

Department of Neighborhood and
Business Development

Obtaining an **Electrical** Permit

How to
**Make the
Process Go
Smoothly.**



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.
- 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:

- Provide a detailed project description with an itemized list.
- Ensure that progressive rough inspections are performed as necessary. A final inspection will be performed upon completion.
- Ensure that all work is performed as per the permit description.

3 Supply Additional Submissions:

- For all projects requiring drawings signed and sealed by a design professional licensed in the State of New York, electrical drawings will be required as part of those drawings.

- New electrical work, other than repairs to existing fixtures or systems and single family dwellings will require drawings signed and sealed by a design professional licensed in the State of New York.

4 Pay the Required Fees:

Call **428-6526** for specific fee information.

Helpful Information:

- A single family owner-occupant may apply for his or her own permit only if personally doing the work. All other work must be applied for and performed by a City of Rochester licensed electrician.
- Call **428-6526** to verify that an electrician is currently licensed with the City of Rochester.
- 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 4:00 pm

Questions? Call 311

www.cityofrochester.gov