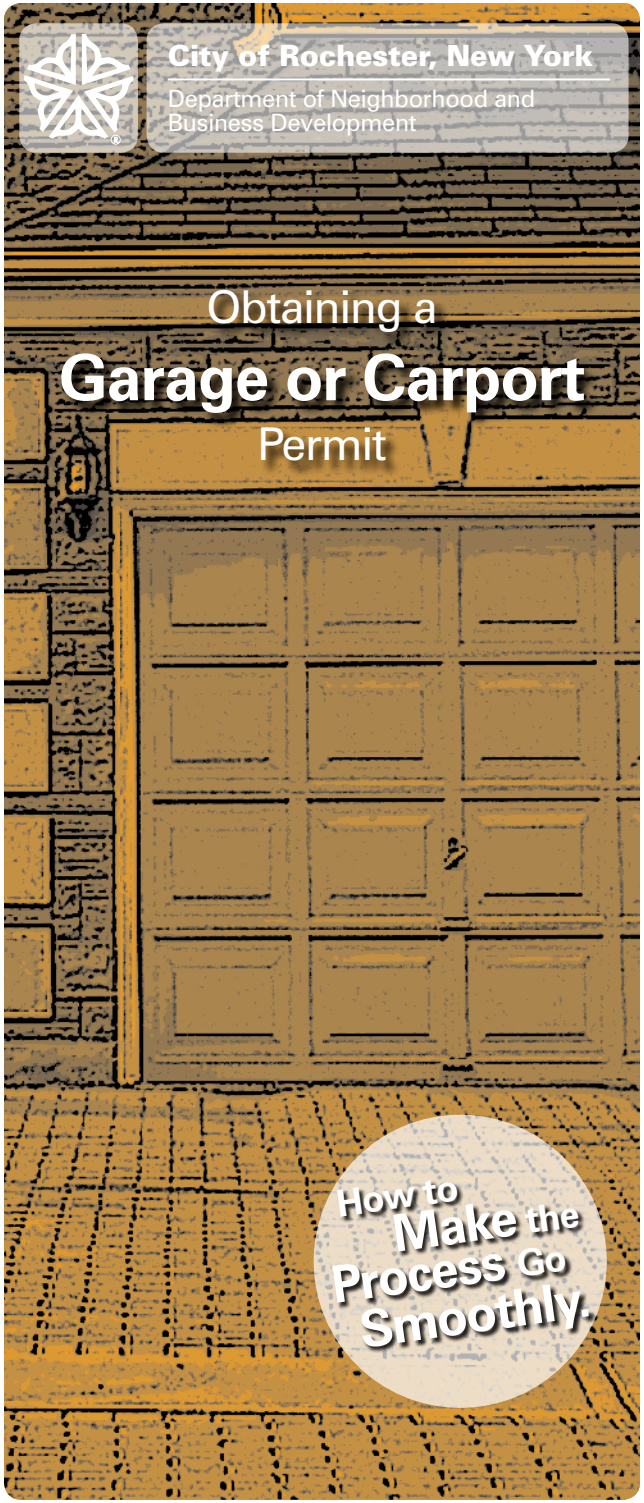
Congratulations. Your improvements will help to make Rochester a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more 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**.

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



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 size and location of garage or carport.
- 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 Permit Requirements:

- Inspection of footings and/or foundation depth, is completed before pouring concrete.
- Inspection of rough framing is completed before enclosing the walls and roof.
- Ensure that final inspection is performed after final 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:

You must also include two (2) copies each of:

- An Instrument Survey Map of the property.
- Construction details, drawn to scale, including floor, wall and roof plans. If structure is designed to store more than two (2) cars, drawings signed and sealed by a design professional licensed in the State of New York will be required.

4 Pay the Required Fees:

The fee for your permit is based on the contractor's written cost estimate including labor and materials. The following table indicates the typical garage permit fees according to the cost estimate:

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:

- All detached garages must be located in the rear yard of the same lot as the principal structure.
- An accessory garage cannot exceed the height or size of the principal structure. Maximum height of an accessory structure located in a residential district is fifteen (15) feet. All unrated wood frame garages/carports require a minimum three (3) ft. setback.
- In residential zones, the maximum building coverage is 35%. Maximum lot coverage is 50%. Building coverage is the percent of a lot occupied by buildings. Lot coverage is the percent of a lot occupied by buildings, driveways, etc.
- Call **428-6526** with any questions regarding construction details during the planning stages, or for garages larger than two (2) cars.
- Plumbing and/or electrical work will require separate permits.
- An additional permit may be required by the Department of Environmental Services for curb openings or expansions. 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.
- 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

03765-0414pd