

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



Believe.

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

The brochure cover features a dark, textured background with a stylized illustration of a person's hands holding a coffee cup over a desk. On the desk are a laptop, a printer, a mobile phone, and a pair of glasses. The text is overlaid on this background.

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

Obtaining a Home Occupation Permit

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



1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, and the permit applicant.

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 project description including size and location of home occupation space.
- A property maintenance inspection is required and will be scheduled at the time the permit is issued. Ensure that this inspection is 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:

You must include two (2) copies of scaled floor plans of the entire dwelling unit, noting space to be used as home occupation space, with square footage.

4 Pay the Required Fees:

The fee for your permit is **\$50.00**. A Certificate of Occupancy fee of **\$60.00** is also required.

Helpful Information:

- Home occupation may not occupy more than 25% of the floor area of the dwelling unit.
- A home occupation may not be offensive or detrimental to surrounding uses.

- No stock in trade shall be displayed or sold on the premises.
- A one (1) sq. ft. unlighted sign attached flat to the dwelling is permitted. No signage is allowed in a residential zoning district (R-1).
- No alterations to the principal residential building which changes the character or appearance to the dwelling is allowed.
- Commercial vehicles for the business are not allowed. Outdoor storage of commercial vehicles, equipment or materials is not allowed
- Training or instruction classes are limited to no more than five (5) attendees.
- Animal grooming, training or boarding businesses are limited to no more than two (2) domesticated animals.
- 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

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

Monday–Friday, 9:00 am to 4:00 pm

Questions? Call 311

www.cityofrochester.gov