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**.

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Thomas S. Richards, Mayor
City of Rochester, NY

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 a **Parking Lot** 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.

- Provide a detailed project description.
- 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:

• A Monroe County Pure Waters approval is required for any connections to the storm sewer.

- A permit is required for any work performed in public right of way (ie. new curb openings, sidewalks, utilities, etc.). Call **428-6848** for more information.
- Dust control must be continuously maintained on gravel lots.
- Water run-off shall be contained on site and disposed of properly.
- Ensure that a final inspection upon completion 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 also include two (2) copies of an Instrument Survey Map of the property.

- Site plan indicating proposed spacing layout, landscaping, setbacks and topographic information for drainage.

4 Pay the Required Fees:

The fee for your permit is **$100.00**. Additional charge for the plumbing permit, if required.

Helpful Information:

- Parking lot design and landscaping requirements can be found in Section 120-173 and 120-169 of the Zoning Code. The Zoning Code is available on the city's website: **www.cityofrochester.gov**.
- Parking lots in R and C districts may require special zoning approvals. Call **428-7043** for more information.
- Call **428-6526** for questions about building code requirements.
- All paved areas having an aggregate area larger than 2,000 sq. ft., must have internal drainage. A plumbing permit will be required.
- 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

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