

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



Believe.

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



City of Rochester, New York

Department of Neighborhood and
Business Development

Obtaining a **Plumbing** 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 project description including type and number of fixtures installed.
- 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:

- Ensure that inspections at rough piping and final completion stages (both required) are 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:

- For new plumbing work (other than repairs to existing fixtures or systems and single family dwellings), drawings signed and sealed by a design professional licensed in the State of New York will be required.

4 Pay the Required Fees:

A base fee plus additional charge depending on type and number of fixtures installed. Call **428-6526** for specific fee information.

Helpful Information:

- A plumbing permit **IS** required for the replacement of a water heater.
- 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 plumber.
- Call 428-6526 for questions relating to plumbing work, and/or to verify that a plumber is 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