City of Rochester, New York
Department of Neighborhood and
Business Development
Bureau of Planning and Zoning

Applying for a Building Permit

What you need to know

Believe.

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

Why is a building permit required?

A building permit is required to ensure that a project is in compliance with the City Zoning Ordinance and the New York State Uniform Fire Prevention and Building Code.

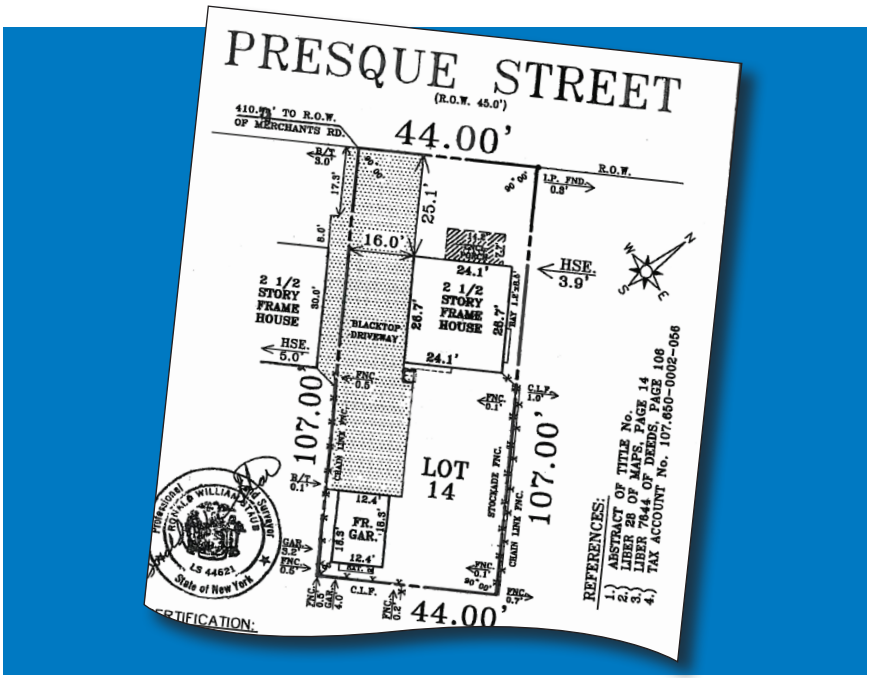
These codes and ordinances ensure:

- That a project is built to maintain durability and is safe for use and occupancy.
- That proposed structures do not encroach on another property.
- That the design and use of a building or site are in harmony with the neighborhood in which it is located.

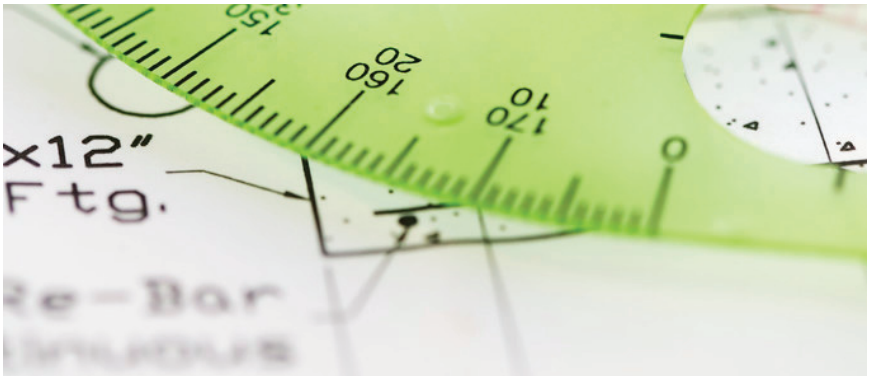
Bringing the following documents and information to the Permit Office is required for the permit process and can usually facilitate a same-day permit:

1. **Survey Map**
2. **Worker's Compensation Certificate or Exemption form**
3. **Plans**
4. **Fee**

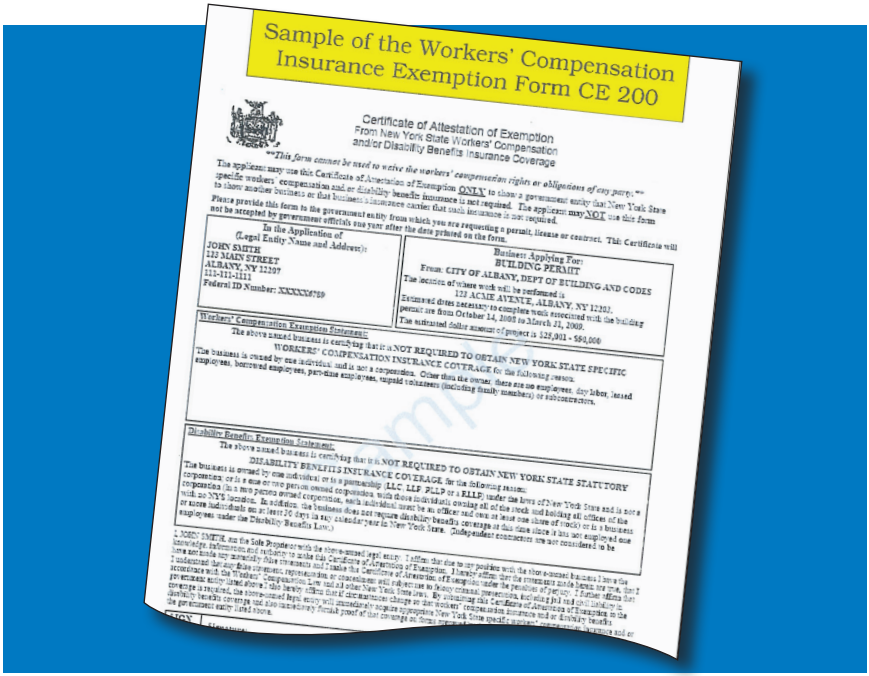
1. Bring the Survey Map…



The City does not have copies of Survey Maps. Survey Maps are usually with the documents the owner received when the property was purchased. If not, it may be with the property owner's attorney or with the mortgage lender. Copies of survey maps may be found at a local title insurance company (refer to local Yellow Pages). Please do not provide faxed or reduced copies of survey maps.



2. Workers Compensation Insurance…


Sample of the Workers' Compensation Insurance Exemption Form CE 200

Certificate of Attestation of Exemption
From New York State Workers' Compensation
and/or Disability Benefits Insurance Coverage

This form cannot be used to waive the workers' compensation rights or obligations of any party.

The applicant may use this Certificate of Attestation of Exemption ONLY to show a government entity that New York State specific workers' compensation and or disability benefit insurance is not required. The applicant may NOT use this form to show another business or that business's insurance carrier that such insurance is not required.

Please provide this form to the government entity from which you are requesting a permit, license or contract. This Certificate will not be accepted by government officials one year after the date printed on the form.

In the Application of
(Legal Entity Name and Address):
JOHN SMITH
123 MAIN STREET
ALBANY, NY 12207
111-111-1111
Federal ID Number: XXXXX#99

Business Applying For:
BUILDING PERMIT
From: CITY OF ALBANY, DEPT OF BUILDING AND CODES
The location of where work will be performed is
123 ACME AVENUE, ALBANY, NY 12202.
Estimated dates necessary to complete work associated with the building permit are from October 14, 2008 to March 31, 2009.
The estimated dollar amount of project is $28,001 - $60,000

Workers' Compensation Exemption Statement:
The above named business is certifying that it is NOT REQUIRED TO OBTAIN NEW YORK STATE SPECIFIC WORKERS' COMPENSATION INSURANCE COVERAGE for the following reason:
The business is owned by one individual and is not a corporation. Other than the owner, there are no employees, day labor, leased employees, borrowed employees, part-time employees, unpaid volunteers (including family members) or subcontractors.

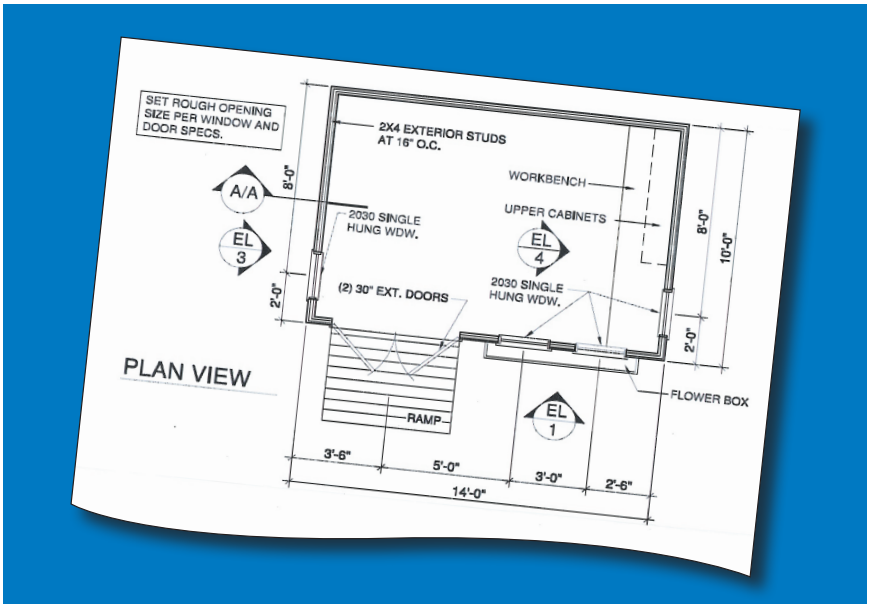
Disability Benefits Exemption Statement:
The above named business is certifying that it is NOT REQUIRED TO OBTAIN NEW YORK STATE STATUTORY DISABILITY BENEFITS INSURANCE COVERAGE for the following reason:
The business is owned by one individual or is a partnership (LLC, LLP, PLLP or a RLLP) under the laws of New York State and is not a corporation; or is a one or two person owned corporation with those individuals owning all of the stock and holding all offices of the corporation (in a two person owned corporation, each individual must be an officer and own at least one share of stock) or is a business with no NYS location. In addition, the business does not require disability benefits coverage at this time since it has not employed one or more individuals on at least 30 days in any calendar year in New York State. (Independent contractors are not considered to be employees under the Disability Benefits Law.)

I, JOHN SMITH, as the Sole Proprietor with the above-named legal entity, affirm that due to my position with the above-named business I have the knowledge, information and authority to make this Certificate of Attestation of Exemption. I hereby affirm that the statements made herein are true, that I understand that any false statements, representations or concealments will subject me to felony criminal prosecution, including jail and civil liability in accordance with the Workers' Compensation Law and all other New York State laws. By submitting this Certificate of Attestation of Exemption to the government entity listed above I also hereby affirm that if circumstances change or that workers' compensation insurance and or disability benefits coverage is required, the above-named legal entity will immediately acquire appropriate New York State specific workers' compensation insurance and or disability benefits coverage and also immediately furnish proof of that coverage to the government entity listed above.

When a contractor is involved with a project, the contractor must provide a Certificate of Insurance or Certificate of Exemption Form CE 200.

The City advises property owners to consult with their home owner's insurance policy regarding the consequences if a contractor is injured while working on their property.

3. Detailed plans…



Plans must be drawn to scale and include dimensions (see example above).

More extensive building projects will require stamped drawings from a New York State licensed design professional.

Any questions about plans and or drawings should be directed to the City permit office (see back cover for contact information).

4. Permit fees:

Deck [1]	$75 to $150
Fence, pool, shed[2]	$50

For other types of building permits, the fee is based on the cost estimate (labor + materials) of the project. This estimate must exclude the electrical and plumbing costs of the project. Electrical and plumbing permits are obtained separately, requiring additional fees.

1. Deck permit fee depends on size of deck.
2. Sheds 100 sq. ft. or less do not require a permit.

Cost Estimate Fee:

$ 0 – 2,000	$50
2,001 – 4,000	$70
4,001 – 6,000	$90
6,001 – 8,000	$110
8,001 – 10,000	$130
10,001 – 12,000	$150
12,001 – 14,000	$170
14,001 – 16,000	$190
16,001 – 18,000	$210
18,001 – 20,000	$230
20,001 – 22,000	$250

The above fee includes plan review and follow-up inspection of the project.

To verify a cost estimate:
If a contractor has been hired, please provide a copy of the contract. For work being done by the property owner, an itemized list of materials must be provided.

To expedite service at the permit office, complete the following:

Project address:

_____

Property owner:

Name:_____

Phone:_____

Contractor (if applicable):

Name:_____

Phone:_____

Company:_____

Architect or engineer (if applicable):

Name:_____

Phone:_____

A project description (including size and location):

_____

_____

_____

Project cost estimate: (combined material and labor value. Exclude plumbing & electric costs.)

$_____

The Permit Counter:

City of Rochester City Hall
30 Church Street, Room 121B
Rochester, NY 14614

Hours:

Monday - Friday: 9 am - 4:00 pm

Call the Permit Office:

585-428-6526

For additional information on specific projects, permits and fees visit:
www.cityofrochester.gov/buildingpermits

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