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**.

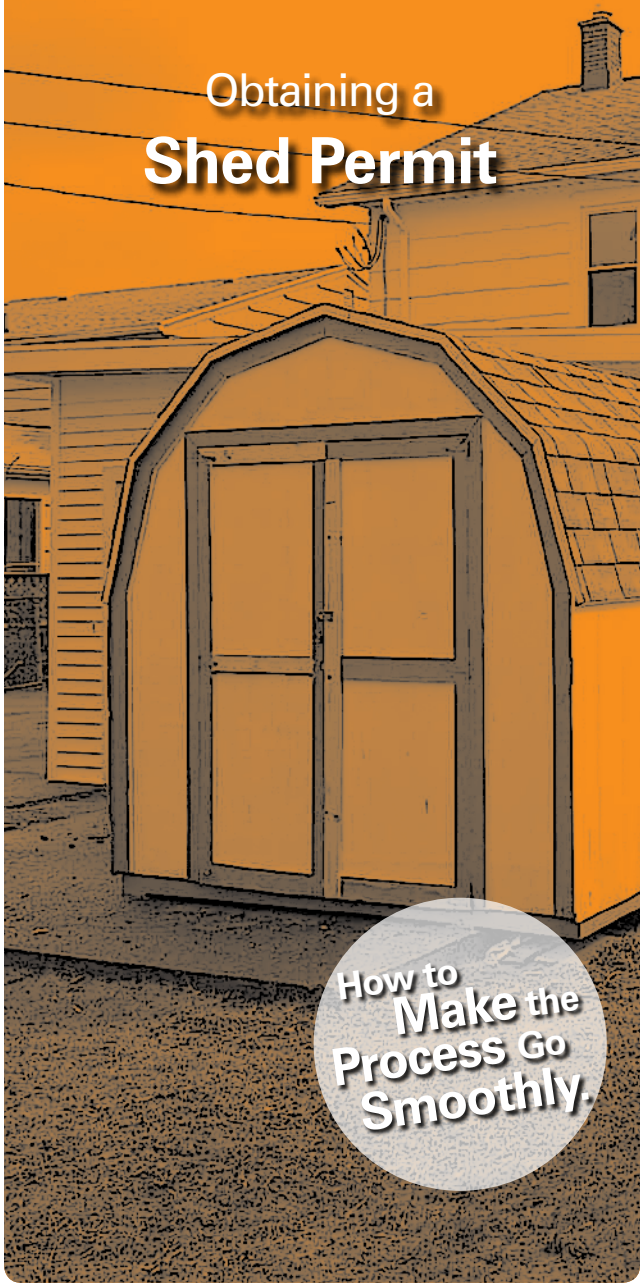
Believe.

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

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

Obtaining a Shed Permit



1 Apply for a Permit:

• Sheds of 144 sq. ft. or less do not require 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 the size and location of the shed.
- 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 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.

4 Pay the Required Fees:

• For sheds of more than144 sq. ft., the fee is based on the cost estimate of the project including labor and materials, whether purchased, owned or donated. The following table indicates the typical shed 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:

- Sheds must be located on the same lot as the principal structure.
- Sheds cannot block access to required rear yard parking.
- If a shed is more than 144 sq. ft. in size, a minimum five (5) ft. setback is required.
- In residential zones, the maximum building coverage cannot exceed 35% and the maximum lot coverage cannot exceed 50%. Building coverage is the lot area occupied by the principal and accessory buildings on the lot. Lot coverage is the percentage of lot area covered by buildings, driveways, pools and other impermeable materials. Call **428-7043** for more information.
- Call **428-6526** with any questions regarding construction details during the planning stages.
- 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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