

**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.**



## 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 location and extent of damage.
- 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](http://www.cityofrochester.gov), type "building permits" in the search box.

## 2 Follow Through with Application Requirements:

- Ensure that all required inspections, which are determined at the time of permit issuance, depending on the extent of the damage, 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:

- Clear photos showing the extent of the damage.
- When no structural damage has occurred, a damage assessment report (i.e. claims adjustment report) is required.
- If structural damage has occurred, drawings signed and sealed by a design professional licensed in the State of New York are required.

## 4 Pay the Required Fees:

The fee for your permit is based on the contractor's written cost estimate including labor and materials, whether purchased, owned or donated. Do not include the cost of plumbing or electrical work in your 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:

- All structural members with greater than 1/4" charring must be replaced.
- All other minor damage must be scaled or scraped and sealed to prevent odor.
- Fire damage in excess of 60% of the cost of replacement of the structure may require special zoning approval. Call **428-7043** for more information.
- Electrical and/or plumbing work will require separate permits.
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness may be required from the Preservation Board. Call **428-7043** for more information.
- Call **428-6526** with any questions regarding construction details during the planning stages.
- 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

City of Rochester Permit Office  
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](http://www.cityofrochester.gov)