



APR 2023

SELF-SERVE PERMITTING INSTRUCTIONS

PLUMBING PERMITS

HELPFUL INFORMATION:

- The Permit Counter is not currently open for walk in processing. You can however submit either by mail, drop box or email (see attached).
- With the exception of a single family owner occupant doing their own work, only a licensed plumber can be issued a plumbing permit and complete the work covered under that permit.
- If you wish to pay by credit card, then you must submit via email and then you will be able to pay online using a credit card (or check).

SUBMISSION REQUIREMENTS:

- ✓ Completed application form
- ✓ Workers' Comp Certificate or Workers' Comp Waiver (no ACORD)
- ✓ Fee (checks or money orders made payable to "City Treasurer", no cash accepted)

HOW TO SUBMIT: Complete application and all documentation can be submitted by:

- Email: buildingpermit@cityofrochester.gov (on line payment instructions will sent)
- Drop box: Located at City Hall, room 121B (include check or money order).
- Mail to us (include check or money order) at: The Bureau of Buildings & Compliance
30 Church Street, Room 121B
Rochester, NY 14614

If you have questions, email: buildingpermit@cityofrochester.gov or call (585) 428-6520.
Incomplete application submissions will be returned. Thank you.



PLUMBING AND ELECTRICAL ELECTRONIC SUBMISSION INSTRUCTIONS

Submitting your complete Plumbing or Electrical application electronically is the best way for us to expeditiously process your permit request. You can download a permit application (available in fillable and word format) from the City's website at www.cityofrochester.gov and entering "permits" in the search bar.

The process is as follows:

- Email your permit applications and worker's comp or waiver to: buildingpermit@cityofrochester.gov.
- Once received, we will enter your request into our system and assign a permit number.
- We will email you back with your permit number and instructions on how to pay online*.
- Once you complete the online payment, both you and the City will automatically get a confirmation email from the online payment vendor telling us that you have paid.
- Upon receiving notification, we will issue your permit and email your issued permit to you along with your inspector's contact information to make inspection arrangements.

*Please be aware the City contracts with an outside vendor for the convenience of the online payment option and that vendor charges the following fees:

Electronic Check: echeck/ACH = \$1.00 per check regardless of amount

Credit Cards: under \$100.00 = \$2.75 \$100.01 and higher 2.75% of permit fee



City of Rochester

Neighborhood and Business Development
City Hall Room 121B, 30 Church Street
Rochester, New York 14614
www.cityofrochester.gov

The Bureau of
Buildings &
Compliance

APPLICATION FOR PLUMBING PERMIT

PART A – GENERAL INFORMATION- all sections must be complete

WORK ADDRESS:

(house #, street, apt or tenant space #)

LICENSED PLUMBER:

Name (Last, First)

License Number

Address

Phone Number

PLUMBER'S EMAIL:

PROPERTY OWNER:

Name (Last, First)

Phone Number

Address

DESCRIPTION OF WORK:

ESTIMATED JOB COST:

PART B–SITE WORK: PROPOSED WORK (SELECT ALL THAT APPLY)

BASE PERMIT FEE = \$80.00 +					
	Quantity	Fee	DESCRIPTION	Quantity	Fee
Catch Basins (\$50.00 each)			Separator-Oil /Sand (\$35.00)		
Drains–Trench / Crock (\$20.00)			Sewer Laterals (\$40.00)		
Drains–Roof (\$10.00)			Water Service-renewal (\$85.00)		
Lot Line Cleanout (\$35.00)			Water Service-new <2"(\$35.00 ea)		
Manholes (\$35.00)			Water Service-new >2 Inch (First 60'=\$35.00 + \$10 each 100')		



PART C-PLUMBING WORK TO BE PERFORMED**BASE PERMIT FEE = \$80.00 +****(CHECK ALL THAT APPLY)**
☐ New Construction
 ☐ Renovation
 ☐ Fire Damage
 ☐ Legalize
 ☐ Other: _____

SELECT ALL WORK ITEMS					
DESCRIPTION	Quantity	Fee	DESCRIPTION	Quantity	Fee
Backflow Repair (\$10.00 ea)			Pump-Ejector (\$20.00 ea)		
Backflow Installation-Secondary:			Sink-bar (\$10.00 ea)		
➤ (¼" to ¾" = \$10.00 ea)			Sink-hand (\$10.00 ea)		
➤ (1" to 1 ½" = \$15.00 ea)			Sink-mop (\$10.00 ea)		
➤ (more 1 ½" = \$30.00ea)			Sink-3 compartment (\$10.00 ea)		
Dish Washer (\$40.00)			Sump-Pump:		
Drain-Condensate (\$10.00 ea)			Residential (\$15.00)		
Drain-Cooler (\$10.00 ea)			Commercial-single (\$35.00)		
Drain-Equipment (\$10.00 ea)			Commercial - dbl (\$45.00)		
Drain-Floor (\$10.00 ea)			Tub (\$10.00 ea)		
Drain-Roof (\$10.00 ea)			Urinal (\$10.00 ea)		
Drinking Fountain (\$10.00 ea)			Water Closet (\$10.00 ea)		
Eye Wash (\$10.00 ea)			Water Heater:		
Ice Machine (\$25.00)			➤ More than 70 gallon (\$30.00)		
Laundry Box (\$10.00 ea)			➤ 70 gallon or less (\$10.00)		
Laundry Tray (\$10.00 ea)			Water Line (\$10.00 ea)		
Laundry Tub (\$10.00 ea)					
Lavatory (\$10.00 ea)					
Miscellaneous Equipment (\$ tbd)					

I, the undersigned licensed Plumber/owner, submit this plumbing permit application to the Commissioner of Neighborhood and Business Development for issuance of a permit to perform plumbing work as described herein and in so doing acknowledge that all plumbing work will be performed in accordance with all applicable codes and regulations. I also certify that all work will be performed: (check one only)

☐ By me personally

☐ By an employee of my company

 Signature of Licensed Plumber / Property Owner

 Date
FEE SUMMARY:
 BASE FEE: \$80 + SITE WORK FEE: _____ + PLUMBING WORK FEE _____ + PENALTY FEES: _____
 = TOTAL PERMIT FEE: _____

(Updated August, 2020)