



**ONE STOP
ROC**

APPLYING FOR ROOF PERMITS

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WHAT IS CIVICS & ONE STOP ROC?



**Civics is a single account,
connected with One Stop Roc
that you will be able to use to
access multiple
City of Rochester
services.**

To get started, visit
<https://infor.cityofrochester.gov/>



Email Address *

Password *

Remember me

[Forgot Password?](#)

LOGIN

[Don't have an account? Sign up!](#)

LOGGING IN

Once you have accessed the One Stop ROC webpage, click the  button.

Once you have successfully logged in, you will be welcomed to your personal homepage. On this screen, you will have a quick view of your contact information, fees due, pending applications, and records of submissions!

 [My Account](#)



[My Homepage](#)

[Submit New Application](#)

[Lookup Record](#)

Welcome, Applicant

Address
30 Church St
Rochester, NY 14614

Contact
(585)428-6158

[My Profile](#)

MY FEES 0

Total Amount Due


\$0.00

[Make Payment](#)

[Go to my fees](#)

[Go to my payment history](#)

My Records

Filter By  0 [Clear All](#)

Map

There are no projects to display here.

STARTING A NEW APPLICATION

At the top of your screen, you will see three options to choose from.

- My Homepage
- Submit New Application
- Lookup Record



Click Here



My Homepage

Submit New Application

Lookup Record

Let's begin ROOFS

In the “Applications” section, you will select “Building Permits”

Please proceed to select the requested roof application

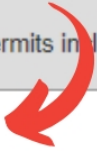


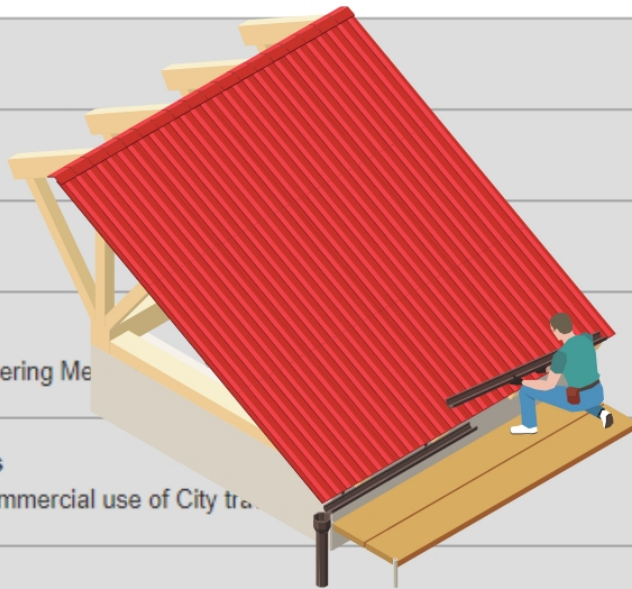
Applications

Select the desired application from the list below. Use the search box to filter the list. Clear your search to see the full list once again.

Search for a license or permit

- > DES Streets
 - > Fire
 - > Loans and PILOTS
 - > Single Trade Permits
Single Trade Permits covering Me
 - > Trademark Applications
Non-Commercial and Commercial use of City tra
 - ▼ Building Permits
This includes all permits including Change of Use, etc
- Re-Roof Permit 
- > Electrical and Plumbing Permits
Including Electrical, Electrical Reconnect, and Plumbing Permits



Once selected, you will automatically be redirected to the application

RECORD INFORMATION

Choose a Record

Record Information

Attachments - Test
Not Required

Review

Confirmation

Work Type * 


Select 

Select

Commercial

Mixed Use

Residential

Estimated Cost of Work 

Roof Details 

What is the existing roof material?

200 characters left

What is new roof material?

200 characters left

Will this material be removed?

Select 



Are the existing structural components of the roof capable of supporting all loads without any alteration (no structural modifications are proposed)?

Select 

Any deteriorated sheathing will be replaced prior to installation of new roof covering:

Select 

Existing roof coverings will be removed prior to installing new roof covering where the existing roof has two or more applications of any type of roof covering:

Select 

All water soaked roof coverings will be removed prior to installing new roof covering:

Select 

Existing roof coverings consisting of wood shake or shingle, slate, clay, cement or Asbestos cement tile will be removed prior to installing new roof covering:

Select 

New roof covering, Ice barrier, Flashing and Valleys will be installed in accordance with the New York State Uniform Fire Prevention and Building Code:

Select 

If you answered "no" to any of the above questions you must submit the manufacturer's installation instructions and a detailed scope of work for additional review and approval.



**ALL
INFORMATION
ON THIS PAGE IS
REQUIRED**



CERTIFY...

You're almost done!

Please make sure you self certify your application! Without this, we cannot review and process an application.



DON'T FORGET!

Self Certification

I, the undersigned certify that all work will be performed in accordance with the Manufacturer's installation instructions and in compliance with the NYS Uniform Fire Prevention and Building Codes and the Codes of the City of Rochester.

I hereby certify the above statements and all attachments, made by me, which form this application, are true to the best of my knowledge and belief.

Certification Date * ⓘ

MM/DD/YYYY



You must complete this certification section or your application will be considered incomplete.

When ready, click here

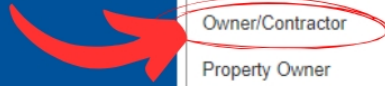
Back

Save & Continue

WHO IS DOING THE WORK?

OWNER/CONTRACTOR

- If you are the homeowner and will be doing the work yourself, you **MUST** select “Owner/Contractor”



Applicant Information:
Capacity *

Select

Select

Applicant

Architect

Contractor

Engineer

Owner/Contractor

Property Owner



Applicant Information:
Capacity *

Select

Select

Applicant

Architect

Contractor

Engineer

Owner/Contractor

Property Owner

When ready, click here

Back

Save & Continue



PLEASE NOTE

If **CONTRACTOR** is a business, we suggest creating & using one general account if permits will be submitted by multiple users to avoid potential delays.

- If a valid workers compensation insurance is provided, we will apply this to only a general account. You will no longer need to provide this until its expiration date.

BUT WHERE?



Addresses ⓘ Add Address

Add Address ×

Type ⓘ
 Address Parcel

Number ⓘ Dir ⓘ

Street Name ⓘ Street Type ⓘ

[Clear All](#) Search

Add Address ×

Type ⓘ
 Address Parcel

Number ⓘ Dir ⓘ

Street Name ⓘ Street Type ⓘ

[Clear All](#) Search

Results

30 Church St Rochester NY 14614

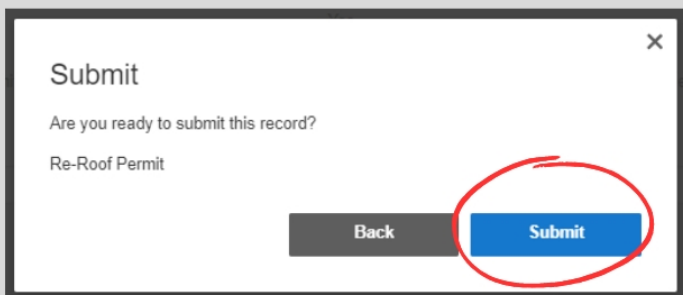
Cancel Add Address



If the requested address does not appear, clear the “Dir” & “Street Type” box, leave blank, and search again. Once the requested address is listed in the RESULTS, select the bubble next to it. Then click Add Address

REVIEW & SUBMIT

If you are satisfied with your application and ready to submit, click the Submit button at the bottom of the page!

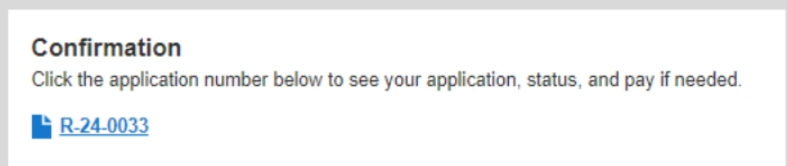


Submit

Are you ready to submit this record?


Re-Roof Permit

Back Submit



Confirmation

Click the application number below to see your application, status, and pay if needed.

 [R-24-0033](#)

Once you have submitted your application, it will be reviewed. If no further details or corrections are needed, the status of the pending permit will change to Fee's Due" and a payment link will be automatically generated to your email. If all fees are paid in full, the final permit will be sent to you.

IF SUBMITTING A CE-200 OR WORKERS COMP, PLEASE RETURN TO THE HOMEPAGE AND CLICK ON THE PENDING TASK WITH THE ASSOCIATED PERMIT