



(Oct 2024)

SELF-SERVE PERMITTING INSTRUCTIONS

SIGNS - CANNABIS ESTABLISHMENTS

HELPFUL INFORMATION:

- **YOUR BUSINESS SIGN MUST COMPLY WITH OCM REGULATIONS AND RESTRICTIONS**
- The business for which a sign is for must first be legally established before applying for a sign permit (see establish use packet).
- Permitted signage is based on specific Zoning districts, see attached.
- You can find a location's Zoning district at: www.cityofrochester.gov/propinfo/.
- Frontage is the length of the building along the street.
- Signs must be professionally manufactured.

MINIMUM SUBMISSION REQUIREMENTS: Complete the application form included with this packet and provide all the following:

- ✓ Completed Permit Application (attached)
- ✓ Instrument Survey Map of the property (sample attached)
- ✓ Drawings to scale of the proposed sign (sample attached)
- ✓ Building elevations or photos
- ✓ Connection details
- ✓ Insurance Certificates (see attached)

HOW TO SUBMIT: Your completed permit application package and fee (checks or money orders made payable to "City Treasurer") can be submitted by:

- Email: melissa.phillips@cityofrochester.gov (online payment instructions will be sent)
- In person Monday, Wednesday, Friday from 9am to 4pm
- **Closed to walk- ins Tuesdays and Thursdays**
- Drop box provided at City Hall A Building lobby
- Mail: The Bureau of Zoning & Permitting
30 Church Street, Room 121B
Rochester, NY 14614

If you have any questions, please call 428-7054 for additional instructions. **Incomplete applications will be returned.** Thank you.



| District | Permitted Signs |
|-------------------------------------|---|
| R-1 R-2, O-O and O-B | 1 attached or detached sign, not exceeding 15 square feet in area; detached signs shall be posted no more than 4 feet in height from the finished grade of the lot |
| R-3, C-1, C-2, H-V, PMV, C-V and PD | <p>1 attached sign identifying uses or services on the premises that includes 0.5 square foot in area for every foot of the building frontage per street frontage;</p> <p>No more than 1 detached sign per parcel located in the front yard not exceeding 25 square feet in size per side of sign and posted no more than 4 feet in height from the finished grade of the lot</p> |
| C-3 | <p>Maximum signage area of 10% of the primary building facade per lot including:</p> <p>Attached signs identifying uses or services on the premises not exceeding 1.5 square feet for every foot of building frontage; and/or</p> <p>1 detached sign located in the front yard not exceeding 50 square feet in size per side and posted no more than 15 feet in height from the finished grade of the lot</p> |
| M-1 | <p>Maximum signage area of 10% of the primary building facade per lot including:</p> <p>Attached signs identifying uses or services on the premises not exceeding 1.0 square foot for every foot of building frontage; and/or</p> <p>1 detached sign located in the front yard not exceeding 32 square feet in size per side and no more than 6 feet high from the finished lot grade</p> |
| O-S | 1 sign not exceeding 20 square feet identifying any building or use permitted under this chapter |



BUILDING PERMIT APPLICATION and ZONING COMPLIANCE REQUEST

PROPERTY ADDRESS: _____

USE: RESIDENTIAL (1 or 2 Family) COMMERCIAL MIXED USE

APPLICANT INFORMATION:

YOUR NAME: _____ YOUR PHONE NUMBER: _____
(not a company name)

YOUR EMAIL ADDRESS: _____

YOUR MAILING ADDRESS: _____

PROPERTY OWNER:

Check if same as applicant above

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

CONTRACTOR: (check if same as:)

Owner Applicant (check both if applicable)

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

ARCHITECT: _____
OR ENGINEER

PERMIT REQUEST:

DESCRIPTION: _____

ADDITION/NEW CONSTRUCTION INTERIOR RENOVATIONS EXTERIOR RENOVATIONS

CHANGE/ESTABLISH USE DECK POOL/HOT TUB SHED/GARAGE/CARPORT

HVAC/MECHANICAL/ELECTRICAL SYSTEMS OTHER: _____

PROJECT COST ESTIMATE: (excluding plumbing & electrical) \$ _____

YOUR SIGNATURE: _____

DATE: _____

WORKERS' COMPENSATION INSURANCE

The State of New York requires that, prior to issuing any permits, the City of Rochester be provided with proof of Workers' Compensation Insurance coverage or provide proof of exemption from such coverage.

One of the following certificates must be provided by the applicant with each permit request:

- C105.2 or U-26.2 – Workers' Compensation Insurance (private carrier)
(contractor with employees)
- CE-200 - Exemption Certificate
(contractor with no employees)
- BP-1 – Affidavit of Exemption
(owner-occupied 1-4 family & owner if performing work)
- S112 or GSI-105.2 – Self Insurance coverage

Helpful Hints:

- To obtain a CE 200 Exemption
 - <https://www.businessexpress.ny.gov/>
 - Workers' Compensation Board location at 130 W. Main Street (verify if open by calling 1-877-632-4996)
- Certificates for building permits are job-specific and a separate certificate will be required for each building permit.
- NYS does NOT accept "ACORD" Certificates nor will they accept faxed copies.