



(Oct 2024)

# SELF-SERVE PERMITTING INSTRUCTIONS

## DEMOLITIONS

### HELPFUL INFORMATION:

- Certain demolition requests require Zoning approval.
- An Environmental Assessment review is also required as part of any demolition request (other than minor accessory structures).
- The owner's signature is required for demolition requests.
- Resultant vacant lots must be graded, seeded and posted to prohibit access
- The Demolition Unit (Contract Services) can be reached at (585) 428-6963

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### MINIMUM SUBMISSION REQUIREMENTS:

- ✓ See attached application for "Checklist for a Demolition Permit" submission requirements

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**HOW TO SUBMIT:** Your completed permit application package can be submitted by:

- Email: [planreview@cityofrochester.gov](mailto:planreview@cityofrochester.gov)
- In person Monday, Wednesday, Friday 9am - 4pm only
- **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 questions, email: [planreview@cityofrochester.gov](mailto:planreview@cityofrochester.gov) or call (585) 428-6526 for additional instructions. **Incomplete application submissions will be returned.**  
Thank you.





# 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: \_\_\_\_\_

## Checklist for a Demolition Permit

	Office Use
1. Building Permit application – requires a Zoning Code review (CZC) & Environmental Assessment Form (EAF).	<input type="checkbox"/>
2. Building Permit Fee as follows: <ul style="list-style-type: none"> <li>• Demolition of Accessory Building - \$50</li> <li>• Demolition of Frame Bldg. up to 3 Stories - \$150</li> <li>• Demolition of Other Structures - \$300 + 135/5,000sq ft</li> </ul> <p><b>Please note:</b> For demolition work after 5:00 PM on Weekdays/Weekends, an additional fee equal to the demo fee shall be charged.</p>	<input type="checkbox"/>
3. DES Water abandonment permit and obstruction permit (you may contact the City's Water Bureau at (585)428-7500 for permit fee) – coordinated with the City's Water Bureau.	<input type="checkbox"/>
4. Site plan of the property.	<input type="checkbox"/>
5. Photo of structure(s) and sidewalks in right-of-way.	<input type="checkbox"/>
6. Copy of a Pre-Demolition Asbestos Survey performed in accordance with the requirements set forth in the NYS Department of Labor Industrial Code Rule 56.	<input type="checkbox"/>
7. Copy of the Asbestos Project Notification to NYS Department of Labor and the Environmental Protection Agency by the licensed asbestos contractor who is performing the asbestos abatement.	<input type="checkbox"/>
8. Letter of Completion by the licensed abatement contractor who completed the work. Letter must clearly state that they completed the asbestos abatement identified in the survey and performed the abatement per all applicable federal, state and local laws and regulations. Contractor to include their asbestos license number in their completion letter.	<input type="checkbox"/>
9. Asbestos clearance letter from a licensed, third-party firm verifying the air clearance results and a visual verification that asbestos containing materials identified in the asbestos survey have been removed.	<input type="checkbox"/>
10. Condemnation Letter – prepared by a NYS licensed design professional (when applicable).	<input type="checkbox"/>
11. Building material disposal plan – shall include a designated landfill and who will be transporting the building material.	<input type="checkbox"/>
12. Rodent Control – Proof that all rodents at the property have been exterminated.	<input type="checkbox"/>
13. Performance Guaranty – Shall be in the amount equal to 100% of the demolition contract price. Performance guaranty can be in the form of a performance bond, certified or cashier's check or irrevocable letter of credit.	<input type="checkbox"/>

14. Insurance Requirements - In each policy of insurance except insurance for Workers' Compensation and Disability Insurance, the City of Rochester shall be named as an additional insured for liability.

- Comprehensive General Liability - Contractor's Comprehensive General Liability Insurance issued to the contractor and covering the liability for damages imposed by law upon the contractor with respect to all work performed by him under the within agreement. The coverage shall be written on an occurrence form utilizing ISO coverage form CG 00 01 12 07 or its equivalent. The comprehensive general liability policy shall furnish limits of not less than:

Bodily Injury and Property Damage  
Limit \$1,000,000 each occurrence

Products/Completed Operations Limit  
\$2,000,000 aggregate

Personal Injury and Advertising Injury Limit  
\$1,000,000 each person or Organization

General Aggregate  
\$2,000,000 applicable on a per project basis

- Pollution Liability - If the asbestos has been abated this insurance is not needed. However, if the property is going to be demolished with asbestos in place this insurance is needed.

Contractor's Pollution Liability. Issued to the Contractor covering all operations with limits not less than:

\$1,000,000 per loss  
\$2,000,000 annual aggregate

- Worker's Compensation - A policy covering the operations of the Contractor in accordance with the provisions of Chapter 41 of the Laws of 1914, as amended, known as the Workers' Compensation Law. The policy shall be endorsed to provide 30 days prior written notice of cancellation or non-renewal and Waiver of Subrogation in favor of the City of Rochester. A copy of these endorsements shall be included with the Certificate of Insurance.

- Disability Insurance - A policy covering the operations of the contractor in accordance with the provisions of Article 9 of the Workers' Compensation Law, known as the Disability Benefits Law (Chapter 600 of the Laws of 1949) and amendments thereto.

**A pre-demolition inspection is required once the permit has been issued and the contractor is ready to begin the demolition. The contractor needs to contact Contract Services at (585)428-6963 at least 24 hours in advance.**



# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			<b>NO</b>	<b>YES</b>
			<input type="checkbox"/>	<input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ acres		
b. Total acreage to be physically disturbed?		_____ acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ acres		
4. Check all land uses that occur on, adjoining and near the proposed action.				
<input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban)				
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____				
<input type="checkbox"/> Parkland				



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p><b>NO</b></p> <p><input type="checkbox"/></p>	<p><b>YES</b></p> <p><input type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: _____ Date: _____</p> <p>Signature: _____</p>		



Project:

Date:

**Short Environmental Assessment Form**  
**Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>



Project: \_\_\_\_\_

Date: \_\_\_\_\_

## **Short Environmental Assessment Form**

### **Part 3 Determination of Significance**

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

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 Name of Lead Agency

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 Date

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 Print or Type Name of Responsible Officer in Lead Agency

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 Title of Responsible Officer

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 Signature of Responsible Officer in Lead Agency

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 Signature of Preparer (if different from Responsible Officer)

**PRINT FORM**