



(Oct 2024)

SELF-SERVE PERMITTING INSTRUCTIONS

FIRE DAMAGE REPAIR

HELPFUL INFORMATION:

- Your request is subject to compliance with both the NY State Building Code and the City Zoning Code, and each code may regulate your request differently.
- Exterior repair on buildings located in a Preservation District, a Designated Building of Historical Value or a Landmark will require additional Zoning review.
- Plans prepared by a licensed design professional may be required.
- Any associated Plumbing and/or electrical repair work requires a separate permit to be filed and work completed by a licensed contractor.

MINIMUM SUBMISSION REQUIREMENTS: Completed application and:

- ✓ Photographs of fire damaged areas
- ✓ Detailed scope of work
- ✓ Construction drawings/Floor Plan of damaged areas (sample attached)
- ✓ Insurance Certificates (information sheet attached)
- ✓ Certificate of Occupancy fee (based on use)

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

- Email: 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: zoning@cityofrochester.gov or call (585) 428-7043 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: _____



City of Rochester, New York
 The Bureau of Buildings & Compliance
 Room 028B, 30 Church Street
 Rochester, New York 14614
 www.cityofrochester.gov

Certificate of Occupancy Application (Office Use Only)

Case No. _____ Legal Use _____
 C of O No. _____ Permit No. _____
 Inspect Date: _____ CZC No. _____

1. BUILDING INFORMATION:

Address: _____ Garage (# of cars) _____ Attached or Detached (circle)
 Is the property vacant: Yes No If yes, date vacancy began: _____

2. APPLICANT INFORMATION: Owner Tenant Agent

The applicant acknowledges that the information contained in this application is true to the best of their knowledge:

Applicant name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip: _____

3. BUILDING OWNER'S REGISTRY REQUIRED * : (required per §90-20 of the City Code)

a. PROPERTY OWNER:

Check if same as applicant above

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

b. PROPERTY MAINTENANCE CONTACT: (check if same as:)

Owner Applicant (check both if applicable)

Name: _____
(Must be an actual person)
 Address: _____
(Cannot be a PO Box) (include City or Town)
 Zip: _____ Phone: _____

* Failure to provide the above information will result in a violation per §90-20 of the City Code.

4. INSPECTION CONSENT: (must check one)

I, _____, am the owner/agent of the above referenced property. I have retained legal custody and control over the property to have it inspected. I do agree and consent to allow the City to inspect the property in its entirety as part of the City requirement for a Certificate of Occupancy. Inspection permission includes the initial inspection, any and all necessary reinspection and audit inspections until such time as a Certificate of Occupancy is issued.

I do not consent to have my property inspected by the City of Rochester and I understand that the City of Rochester may make an application for an administrative inspection warrant which may cause a delay in processing the application for a Certificate of Occupancy.

5. APPLICANT SIGNATURE: _____

DATE: _____

----- OFFICE USE ONLY -----

CAUSE: New Alteration Change Use Transfer Reoccupation Renewal Partial _____

Posting Occupancy: _____ Construction Type: _____ # of Stories: _____ Sprinkler System: Yes No

Final C of O shall read: _____

_____ BLDG. CODE APPROVAL: _____

FEE: _____ If Paid By: _____

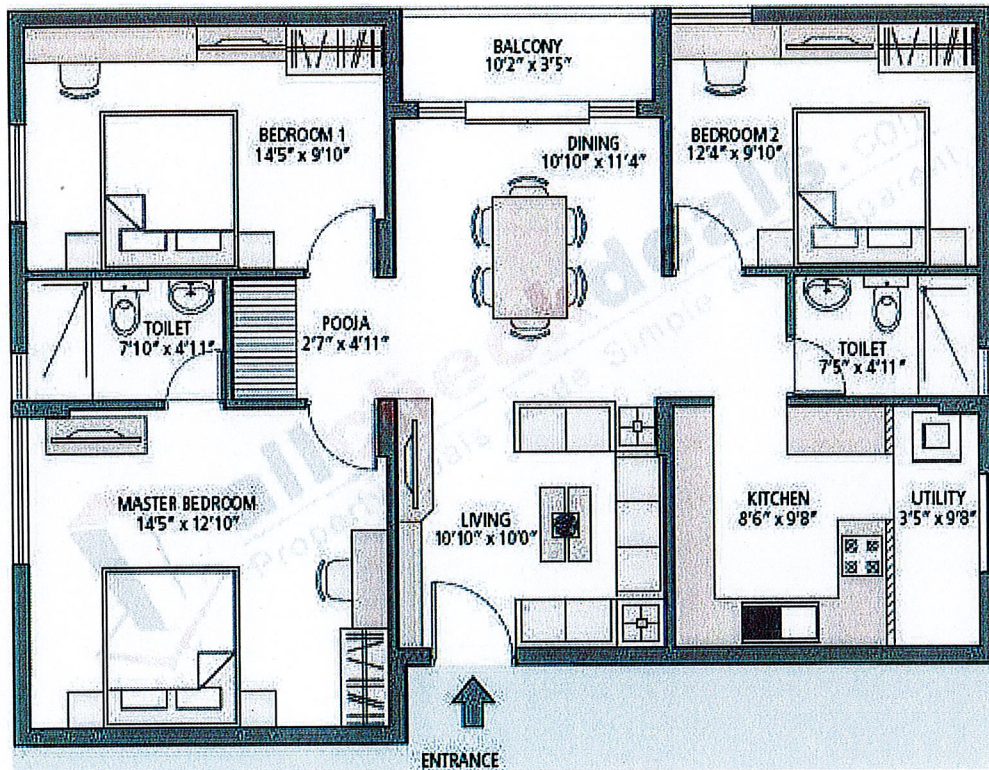
PENALTY FEE APPLIES AFTER DATE ABOVE

ZONING APPROVAL: _____ Date: _____

List any conditions of zoning approval which shall be stated on the final C of O:

SAMPLE RESIDENTIAL FLOOR PLAN

- MUST BE DRAWN TO SCALE
- MUST INCLUDE ALL DIMENSIONS OF: ROOMS, DOORS AND WINDOWS
- MUST LABEL USE OF EACH ROOM



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.