



(Oct 2024)

# SELF-SERVE PERMITTING INSTRUCTIONS

## Ramp or lift for Accessibility

### HELPFUL INFORMATION:

- While the NYS Building Code regulates the specifications of lifts and ramps, the local Zoning Code regulates where on a property such structures can be built.
- A ramp or lift cannot block windows or access to required off street parking

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### MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed permit application (attached)
- ✓ Instrument Survey maps showing proposed location (example attached)
- ✓ Construction plans of proposed lift or ramp including footings
- ✓ Manufacture's specifications if applicable
- ✓ Workers' Comp or waiver (information sheet attached)
- ✓ Fee based on cost of work to be performed (fee schedule attached)

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**HOW TO SUBMIT:** Complete application, all documentation and fee (checks or money order made payable to "City Treasurer") can be submitted by:

- Email: [planreview@cityofrochester.gov](mailto:planreview@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 Zoning & Permitting  
30 Church Street, Room 121B  
Rochester, NY 14614

If you have any questions, email: [planreview@cityofrochester.gov](mailto:planreview@cityofrochester.gov) or call (585) 428-6526.  
**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) \$ \_\_\_\_\_

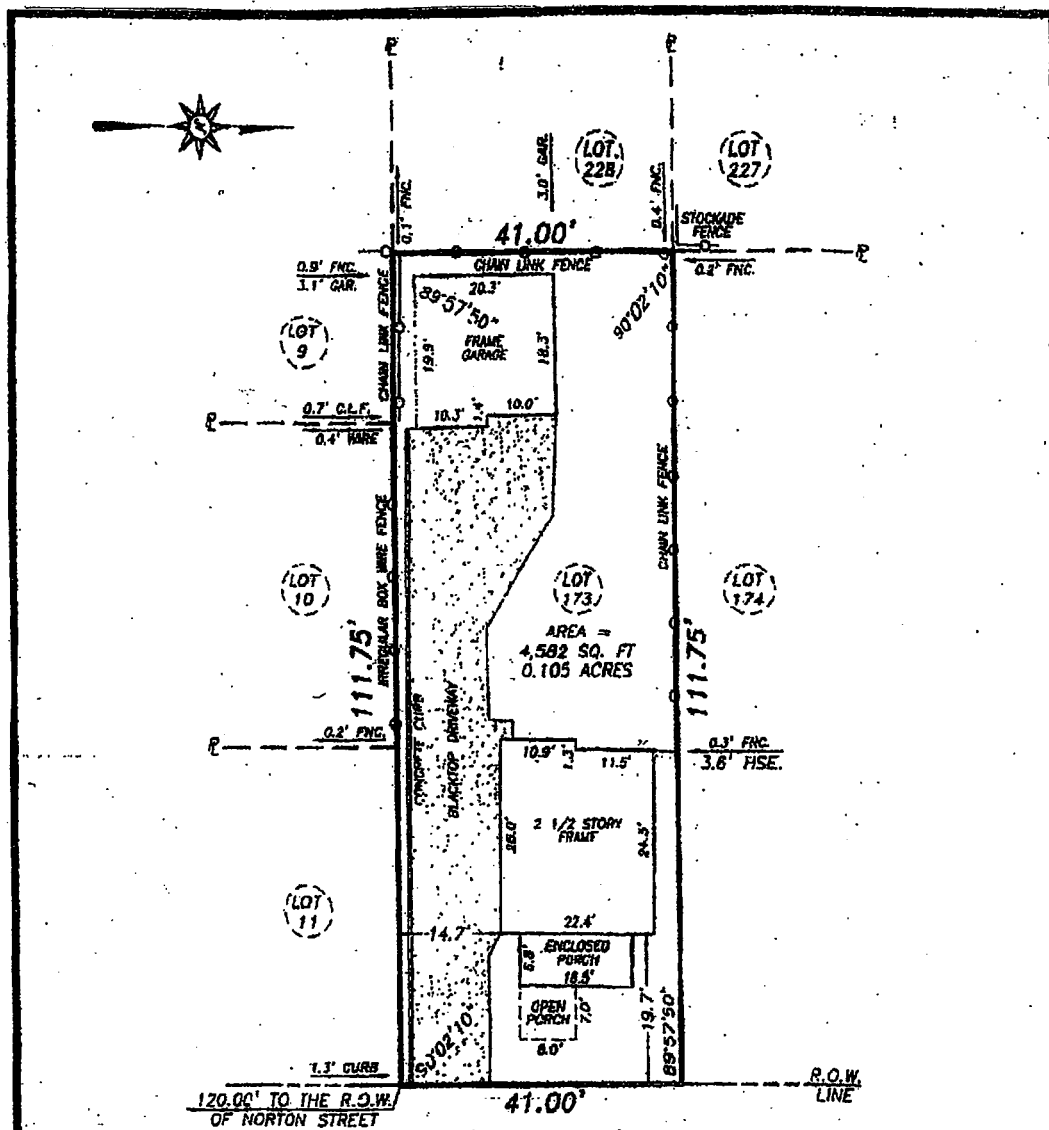
YOUR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# SAMPLE INSTRUMENT SURVEY MAP

## NOTE:

- This is a sample of an Instrument Survey Map.
- The property owner should have received a copy at their closing.
- If you do not have one, you can check with your mortgage company or the attorney who handled your closing.
- The City does not keep copies of Instrument Survey maps.
- If you need to have a new one made, you need to call a Land Surveyor.



**CERTIFICATION:**

I, DAVID A. STAUB, HEREBY CERTIFY TO:  
 -DESIREE RODRIGUEZ-MENDEZ  
 -HARVEY S. BURNS, ESQ.  
 -THE BANK OF CASTLE, ITS SUCCESSORS AND/OR ASSIGNS  
 -UNDERBERG & KESSLER, LLP  
 -THE TITLE INSURANCE COMPANY INSURING THE MORTGAGE

THAT THIS MAP WAS MADE OCTOBER 19, 2017  
 FROM NOTES OF AN INSTRUMENT SURVEY  
 COMPLETED OCTOBER 3, 2017  
 AND REFERENCES LISTED HEREON.

**REFERENCES:**

- 1.) LIBER 39 OF MAPS, PAGE 5.
- 2.) LIBER 11056 OF DEEDS, PAGE 99.
- 3.) ABSTRACT OF TITLE No. 412329 (FIRST AMERICAN).

NOTES: 1.) PREMISES SUBJECT TO ALL EASEMENTS, RESTRICTIONS & COVENANTS OF RECORD NOT REFERENCED IN ABSTRACT OF TITLE.  
 2.) THE USE OF THIS MAP IN CONNECTION WITH AN AFFIDAVIT OF NO CHANGES RELEASES THE SURVEYOR OF ALL RESPONSIBILITY.

N.Y.S.P.L.S. No. 50791

DATE

**INSTRUMENT SURVEY MAP**  
 BEING LOT No.  
 OF THE RALEIGH SUBDIVISION,  
 CITY OF ROCHESTER, COUNTY OF MONROE, STATE OF NEW YORK

\*Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7506, sub-section 2, of the New York State Education Law.  
 \*Only copies from the original of this survey marked with an original of the land surveyor's red ink seal shall be considered to be valid true copies.  
 \*Certifications attached hereto signify that this survey was prepared in accordance with the Admin. Code of Practice for Land Surveys enacted by the New York State Administration of Professional Land Surveyors and certifications shall not apply to the degree to which this survey is prepared, set out and based on the title, adjacent governmental agency and existing utility, water system, and to the satisfaction of the landowner. Certifications are not transferable to additional institutions or subsequent owners.  
 \*An electronic file of Triple Point Land Surveying, LLC. are sent to the property owner. Triple Point Land Surveying, LLC. said electronic file may not be distributed or any other parties for any purpose whatsoever.



**TRIPLE POINT LAND SURVEYING, LLC.**  
 18 EAST MAIN STREET SUITE 320  
 ROCHESTER, NEW YORK 14614  
 PHONE (585) 263-9950  
 FAX (585) 285-3581  
 TRIPLEPOINTSURVEYING@YAHOO.COM

SCALE

TAX ACCOUNT

JOB NO.

DATE

1" = 20'

91.64-1-12

1429-17

OCT 19 2017

## 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 is performing work)
- SI12 or GSI-105.2 – Self Insurance coverage

### Helpful Hints:

- To obtain a CE 200 Exemption
  - <https://www.businessexpress.ny.gov/>
  - Worker's 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.

**CITY OF ROCHESTER  
BUILDING PERMIT FEES  
AS OF JULY 1<sup>ST</sup>, 2018**

PROJECT COST		FEE		PROJECT COST		FEE
\$0	\$ 2,000	\$50		\$30,000	\$32,000	\$350
2,001	4,000	70		32,001	34,000	370
4,001	6,000	90		34,001	36,000	390
6,001	8,000	110		36,001	38,000	410
8,001	10,000	130		38,001	40,000	430
10,001	12,000	150		40,001	42,000	450
12,001	14,000	170		42,001	44,000	470
14,001	16,000	190		44,001	46,000	490
16,001	18,000	210		46,001	48,000	510
18,001	20,000	230		48,001	50,000	530
20,001	22,000	250		50,001	52,000	550
22,001	24,000	270		52,001	54,000	570
24,001	26,000	290		54,001	56,000	590
26,001	28,000	310		56,001	58,000	610
28,001	30,000	330		58,001	60,000	630

FORMULAS	
\$ 60,000 to 100,000	.009 x Cost + 150 = Fee
\$ 100,001 to 500,000	.007 x Cost + 375 = Fee
\$ 500,001 to 1,000,000	.005 x Cost + 1,475 = Fee
\$ 1,000,001 and over	.003 x Cost + 3,675 = Fee