



(Oct 2024)

# SELF-SERVE PERMITTING INSTRUCTIONS

## PORCH REPAIR, NEW PORCH OR PORCH ENCLOSURE

### HELPFUL INFORMATION:

- Enclosure (other than insect screening) of an open front porch visible from the Right of Way (street or sidewalk) is not permitted under the Zoning Code.
- Exterior work that is: located in a Preservation District, a Landmark or a designated Building of Historic Value, requires additional Zoning review. Call the Zoning Office at (585) 428-7043 to check the status of your building.
- We have included samples of the necessary plans you must submit in order for us to review your porch permit.

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### MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed permit application (attached)
- ✓ Photographs of existing conditions if just repairing
- ✓ Construction drawings, structural framing plans, footings, guard rails, steps, railings
- ✓ Insurance Certificates (information sheet attached)

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

- Email: [planreview@cityofrochester.gov](mailto:planreview@cityofrochester.gov)
- In person Monday, Wednesday, Friday 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 428-6526 for additional instructions. **Incomplete applications 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: \_\_\_\_\_

## **Porch Permits**

### **Drawings/Framing plans**

#### **Constructing a Porch**

(without pre-made parts)

1. Construction drawing: should include the following and be drawn to scale (1/4" per foot preferred) – Plan view (overhead), Elevations of all sides and Cross section/vertical slice (side view) with dimensions and notes of all materials:
  - a. Include title block with project location (address) & contact phone # on plan
  - b. Footer / Foundation / Pier details & dimensions
  - c. Floor joist framing size & on center spacing
  - d. Post and Beam size and spans
  - e. Header size and spans between posts supports for roof
  - f. Rafters & ceiling size & on center spacing
  - g. Width, length & roof pitch and connection with house
  - h. Fasteners & attachments – label and types (hangers, bolts, lateral & hold down ties)
  - i. Steps to grade – location and dimensions of tread & risers and handrails
  - j. Guardrails – locations, dimensions (height & opening between balusters)

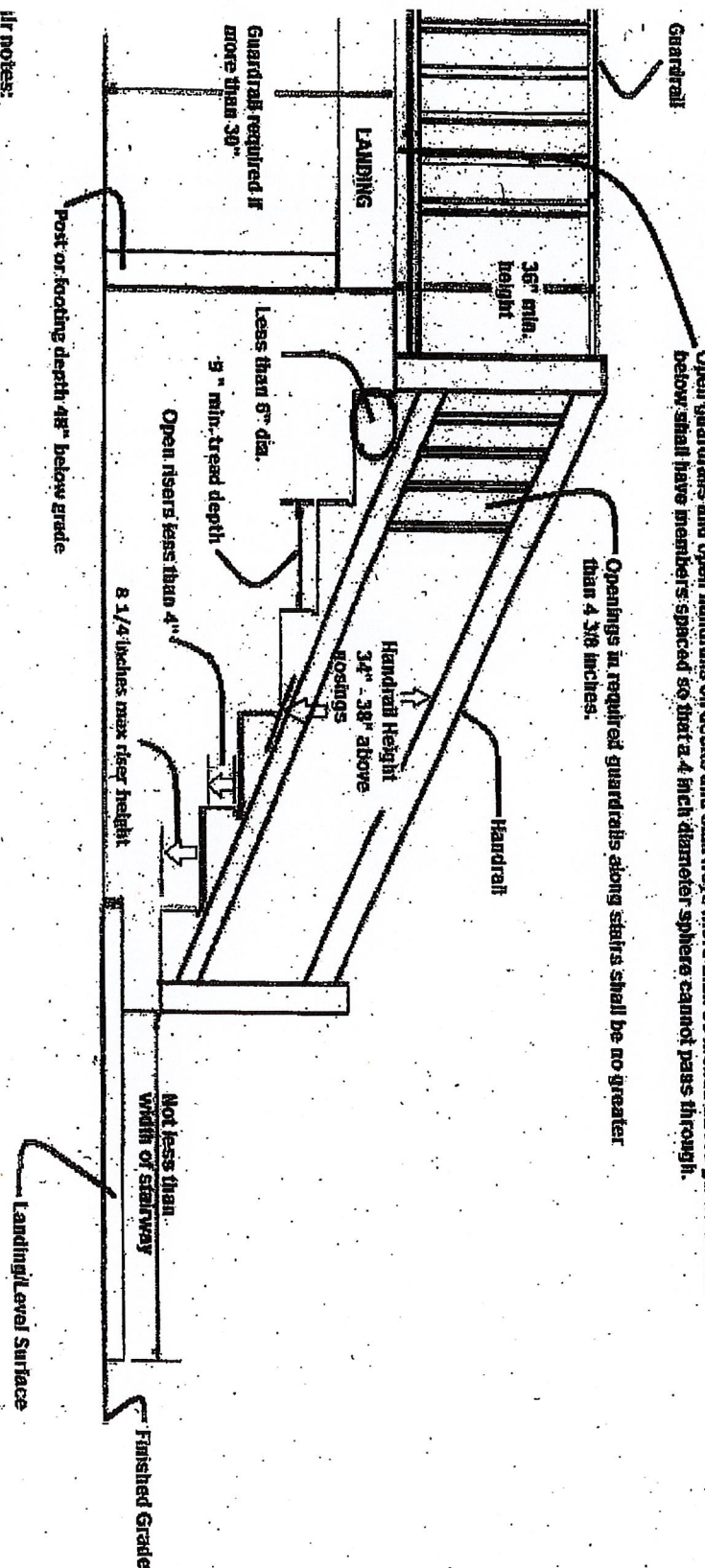
#### **Porch Code requirements:**

- Building Permit – for a new or replacement porch – two sets of building plans are required as part of the building permit application

# RESIDENTIAL (ONE OR TWO FAMILY DWELLINGS) STAIR, HANDRAIL & GUARDRAIL DETAILS

## CHAPTER 3 (RCNYS)

New or existing  
 Light required



Open guardrails and open handrails on decks and stairways more than 30 inches above grade or floor below shall have members spaced so that a 4 inch diameter sphere cannot pass through.

Openings in required guardrails along stairs shall be no greater than 4 3/8 inches.

Guardrail required if more than 30"

Less than 6" dia.

9" min. tread depth

Open risers less than 4"

8 1/4 inches max riser height

Not less than width of stairway

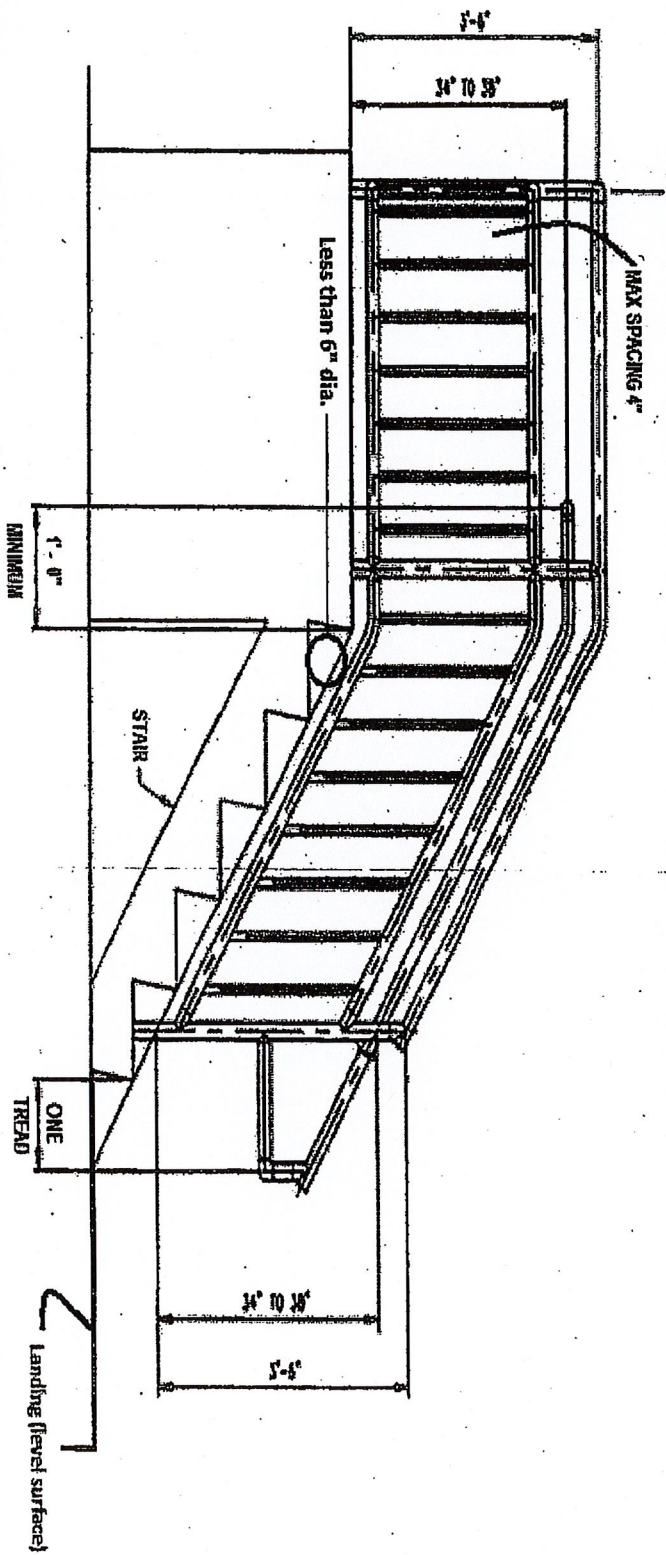
Post or footing depth 48" below grade

Landing Level Surface

Finished Grade

- 11r notes:
1. Stairways shall be no less than 36" wide.
  2. Stair risers shall be maximum 8 1/4 inches in height.
  3. Stair tread depth shall be a minimum of 9 inches.
  4. Dimensional variation between riser heights and or tread depths shall not exceed 3/8 inch variation.
  5. Handrails are only required on stairs four or more risers.
  6. Open risers are permitted on stairs with less than 30 inches of rise.
  7. Stair tread nosing shall be 3/4 inch minimum and 1 1/4 inch maximum.
  8. Handrails are required on at least one side and shall be continuous for the entire run of stairs. The handrail shall terminate at both ends into a wall or post.
  9. Handrail grip size shall be 1 1/2" to 2" or shall meet graspability standards.
  10. Handrails shall extend from a point directly above the top riser to a point directly above the bottom riser.
  11. Carriage bolts are NOT PERMITTED, use hex head bolts with washers and hex nuts (through bolting).
  12. Minimum headroom of 6' - 8"
  13. Light required in vicinity of each landing

**BUILDING CODE REQUIREMENTS FOR STAIR, HANDRAIL AND GUARDS  
(MULTI-FAMILY DWELLINGS, MIXED USE, COMMERCIAL & INDUSTRIAL) - CHAPTER 10 (BCNYS)**



**Treads:** 11 inches minimum depth

**Risers:** 7 inches maximum height & 4 inches minimum for R-2 occupancies (see exception below).

\*Risers shall be solid and vertical or sloped from the underside of the leading edge of the tread above at an angle of not more than 30 degrees.

\*Solid risers not required in stairs that are not part of an accessible means of egress, 4 inch sphere cannot pass through open riser.

\*Nosings shall be no greater than 1.25 inches.

\*\*\*Exceptions: Within a dwelling unit of an R-2 occupancy or accessory to a single dwelling unit, riser height can be 7.75 inches maximum and tread depth shall be 10 inches minimum.

**Dimensional uniformity:** The tolerance between the largest and the smallest dimensions of tread and risers shall be no greater than 3/8 inch.

**Handrail:** 34" – 38" measured from nosing to top of handrail

\*Required on both sides of stairways

\*Shall be graspable and continuous for entire length of stairway (1.25 to 2 inch round if not circular, a perimeter dimension of at least 4 inches and not greater than 6.25 inches)

\*12 inch extensions are required at both top and bottom. The extensions shall return to the wall, guard or walking surface

\*Openings in guards along walking surfaces shall be no more than 4 inches.

\*Openings in guards along stairways shall be no more than 4 3/8 inches

\*Opening limitation above 34 inch is 8 inch diameter

\*\*\*Exceptions for 21 inch sphere for group I-3, F, H and S occupancies & access to electric, mechanical and plumbing equipment

**Landings:** Stairs and ramps shall have landings at both the top and bottom

\*The landing depth shall be equal to the stair width, but need not to exceed 48 inches for straight run stairways.

## **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.

**CITY OF ROCHESTER**  
**BUILDING PERMIT FEES**  
**AS OF JULY 1<sup>ST</sup>, 2028**

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