



(Oct 2024)

SELF-SERVE PERMITTING INSTRUCTIONS

STAIRS, GUARDS, HANDRAILS AND RAMPS

HELPFUL INFORMATION:

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

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed permit application (attached)
- ✓ Photographs of existing conditions if just repairing
- ✓ Construction drawings
- ✓ Detailed scope of work
- ✓ Insurance Certificates (information sheet 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: 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) \$ _____

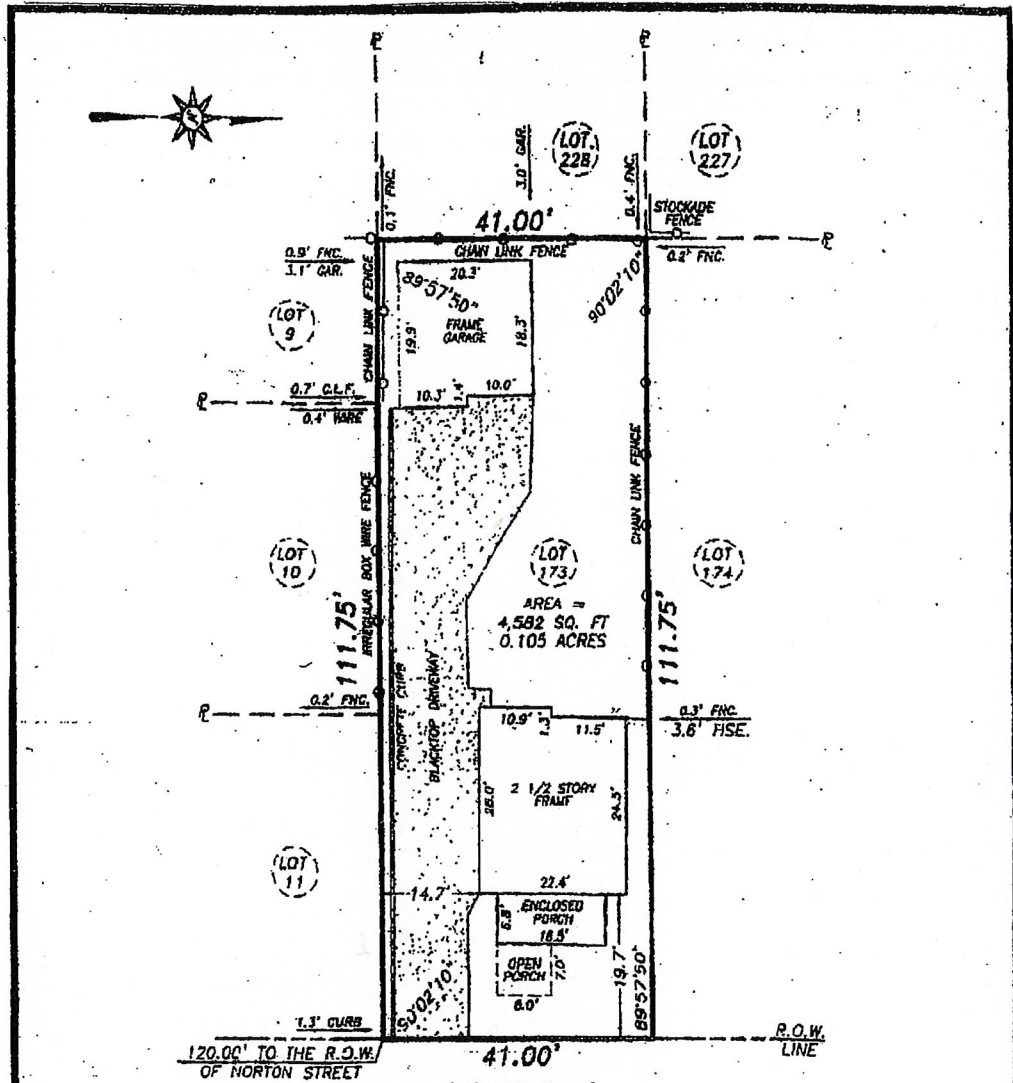
YOUR SIGNATURE: _____

DATE: _____

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. BUNIS, 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 11058 OF DEEDS, PAGE 59.
- 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 CONJUNCTION WITH AN AFFIDAVIT OF NO CHANGES RELEASES THE SURVEYOR OF ALL RESPONSIBILITY.

N.Y.S.P.L.S. No. 80791

DATE

TITLE:

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 and shall be considered to be valid true copies.

Certification submitted herein, certifies that this survey was prepared in accordance with the Joint Code of Practice for Land Surveying adopted by the New York State Association of Professional Land Surveyors and the American Surveying and Mapping Association. This certification shall not be given for any survey in progress, and shall not be given for the final, approved, governmental survey and mapping activities. It shall be the responsibility of the issuing jurisdiction. Certifications are not transferable to additional jurisdictions or subsequent surveys.

An electronic file of Triple Point Land Surveying, LLC, are solely the property of Triple Point Land Surveying, LLC. Said electronic file may not be distributed or any time to 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) 263-3591
 TRIPLEPOINTSURVEYING@YAHOO.COM

SCALE:

1" = 20'

TAX ACCOUNT:

91.64-1-12

JOB NO.:

1429-17

DATE:

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 1ST, 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