



(Oct 2024)

SELF-SERVE PERMITTING INSTRUCTIONS

RESIDENTIAL SHEDS, GARAGES AND CARPORTS

*Sheds less than 144 sq feet do not require a Building Permit, however, the following Zoning regulations still apply and a \$50 Certificate of Zoning Compliance must be obtained:

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.
- A shed, garage or carport is an accessory to the residential use on the same parcel.
- Sheds, detached garages and carports must be located in rear yard and cannot have a footprint larger than the house.
- Attached and detached garages have various setbacks for all yards.
- The overall height of a shed or garage cannot exceed 15' and 10' for a carport.
- Sheds, garages and carports cannot be used for commercial purposes.

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Complete permit application (attached)
- ✓ Instrument Survey Map showing proposed location (example attached)
- ✓ Framing, floor, and elevation plans (examples attached)
- ✓ Construction drawings/manufacturer's specifications
- ✓ Insurance Certificates (see attached)

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

- Email: zoning@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) \$ _____

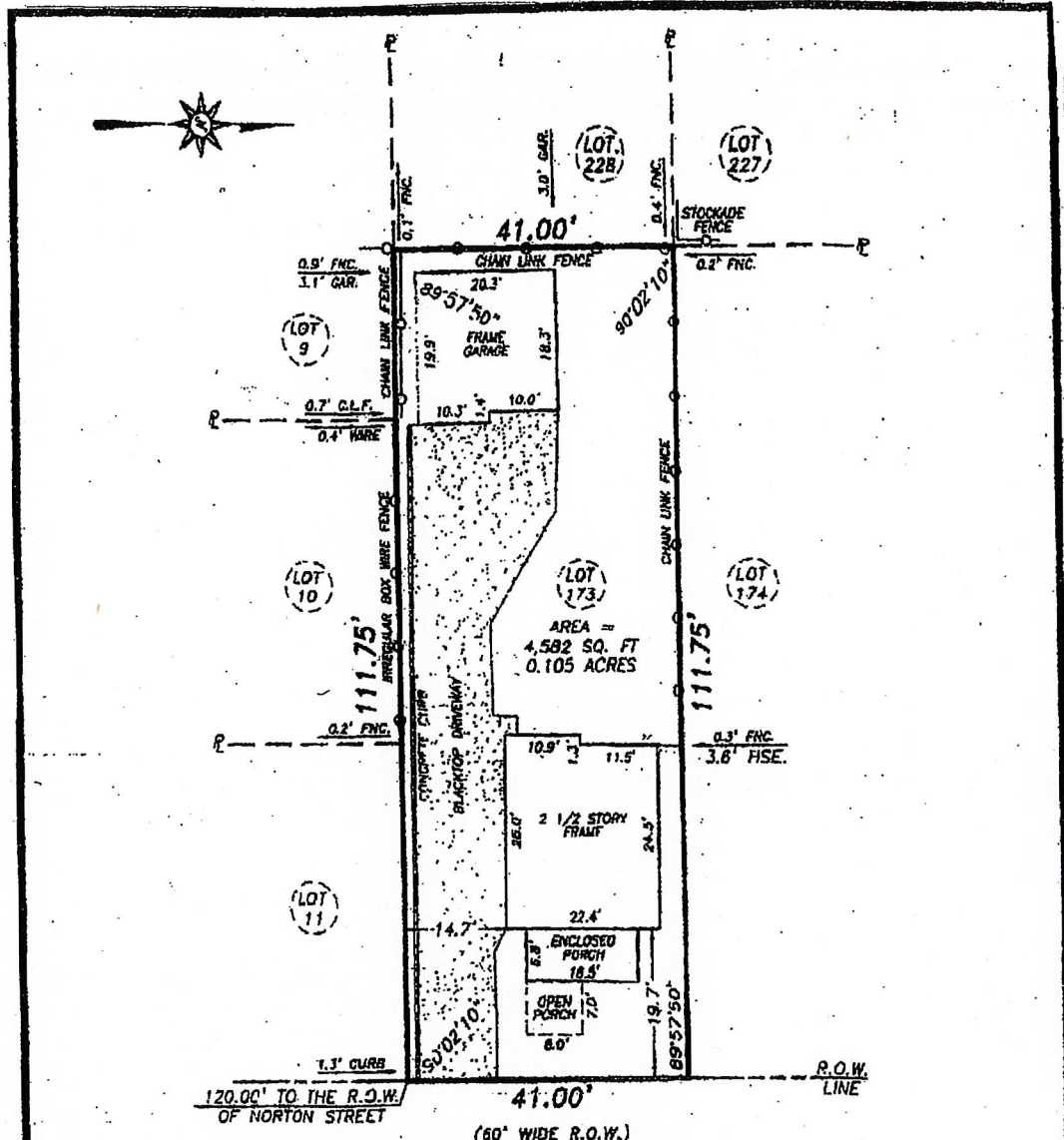
YOUR SIGNATURE: _____

DATE: _____

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:
 -DESUPEE 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 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 CONJUNCTION WITH AN AFFIDAVIT OF NO CHANGES RELEASES THE SURVEYOR OF ALL RESPONSIBILITY.

N.Y.S.P.L.S. No. 50791 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 7206, sub-section 2, of the New York State Education Law.

*Only copies from the original of this survey made with an original of the town surveyor's red ink seal shall be considered to be valid true copies.

*Certifications collected herein signify that this survey was prepared in accordance with the holding Case of Practice for Land Surveyors created by the New York State Association of Professional Land Surveyors. Such certifications shall not only be the person for whom the survey is prepared, but also the holder of the land surveyor's license, governmental agency and holding jurisdiction listed herein, and to the original of the land surveyor. Certifications are not transferable to additional jurisdictions or subsequent users.

*An electronic file of Triple Point Land Surveying, LLC. file name: the property or Triple Point Land Surveying, LLC. Said electronic files may not be distributed or any time to other parties for any purpose whatsoever.

TRIPLE POINT LAND SURVEYING, LLC.
 10 EAST MAIN STREET SUITE 320
 ROCHESTER, NEW YORK 14614
 PHONE (585) 263-9950
 FAX (585) 263-3591
 TRIPLEPOINTSURVEYING@YAHOO.COM

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 1ST, 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