



# SELF-SERVE PERMITTING INSTRUCTIONS

## BUSINESS PERMITS

### Helpful Information:

- The Neighborhood Service Centers (NSC) administer Business Permits
- Zoning must first sign off on applications to verify legal use and to discuss sign regulations, so your application starts with Zoning, Room 121B at City Hall.
- Only these business types require a Business Permit: auto related uses, bars, sit-down restaurants, salons, barber shops and the like, and smoking goods establishments.
- Any of these uses that also get a license from the Chief of Police are exempt from the Business Permit requirement.
- Zoning staff will coordinate transfer of a new application to the correct NSC.
- Renewals should be returned by mail or dropped off to your NSC office.
- Any questions regarding your application should be directed to your local NSC (search "NBD Map Gallery" from the City's website: [www.cityofrochester.gov](http://www.cityofrochester.gov))

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### MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed application
- ✓ Fee-\$25.00 -check or money order made payable to "City Treasurer", no cash.

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

- Email: [zoning@cityofrochester.gov](mailto: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 any questions, please call your NSC office at:

**SE: 428-7640**

**NE: 428-7660**

**NW: 428-7620**

**SW: 428- 7630**





### CITY OF ROCHESTER - BUSINESS PERMIT APPLICATION

Neighborhood and Business Development – Neighborhood Service Centers (NSC)

NE NSC: (585) 428-7660

NW NSC: (585) 428-7620

SE NSC: (585) 428-7640

SW NSC: (585) 428-7630

**All Sections of Pages 1 & 2 to be completed by Business Owner and/or Operator: \*Denotes required information**

**\*Business Address:** \_\_\_\_\_ **\* Type of Business:** \_\_\_\_\_  
(STREET) (ZIP)

**\*Business Name:** \_\_\_\_\_ **\*Hours of Operation:** \_\_\_\_\_

**\*APPLICABLE LICENSE INFORMATION:**

**Bars/Restaurants:** Liquor License #: \_\_\_\_\_

**Auto Uses:** Provide NYS DMV #'s: \_\_\_\_\_

**Salon, Barber Shops, Tattoo Parlors, etc.:** \_\_\_\_\_

**Certificate of Authority #** \_\_\_\_\_

**TOBACCO PRODUCTS USES - Indicate which of the following items you sell:**

Tobacco? **Y** or **N**                      Retail Registration Number: \_\_\_\_\_

Vaping and related products? (i.e. liquids, solids and cartridges)? **Y** or **N**

**\*Business Owner:** \_\_\_\_\_ Maiden Name \_\_\_\_\_ **\* Date of Birth:** \_\_\_/\_\_\_/\_\_\_  
(PICTURE ID REQUIRED)

**\*Home Address:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_  
(NO P.O. BOXES) street city zip

**Partner:** \_\_\_\_\_ **Date of Birth:** \_\_\_/\_\_\_/\_\_\_

**\* DAILY BUSINESS OPERATOR:** \_\_\_\_\_ Maiden Name \_\_\_\_\_  
(PICTURE ID REQUIRED)

**\*Home Address:** \_\_\_\_\_ **\*Date of Birth:** \_\_\_/\_\_\_/\_\_\_

**\*CITY, STATE, ZIP:** \_\_\_\_\_ **\*Home/Cell Phone:** \_\_\_\_\_

**LIST ALL ALTERNATIVE OPERATOR(S): picture ID required, use back of this page if needed:**

**NAME:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Home/Cell Phone:** \_\_\_\_\_

**\*PLEASE READ AND THEN INITIAL THAT YOU UNDERSTAND EACH OF THE FOLLOWING:**

I understand that my business is still required to uphold all laws and ordinances of the City of Rochester.

\_\_\_\_\_  
(INITIAL)

I understand that the applicant and/or operator shall maintain all licenses required for the operation of the business and shall notify the Neighborhood Service Center (NSC) of any change in said licenses.

\_\_\_\_\_  
(INITIAL)

I have been informed of the applicable sign regulations and permit requirements for replacing or installing any new signage.

\_\_\_\_\_  
(INITIAL)

I have been informed of the requirement to provide an affidavit attesting to dealing with **tire replacement/repair.**

\_\_\_\_\_  
(INITIAL)

I understand that the permit holder and/or their employees shall operate the business so that it is not the source of disruption or disorder in and around the area where the business is located.

\_\_\_\_\_  
(INITIAL)

I understand the permit holder and/or their employees shall cooperate with any and all investigations relative to the business, including but not limited to, producing a valid ID upon request of any City employee.

\_\_\_\_\_  
(INITIAL)

I understand that I will be required to meet with the Neighborhood Service Center staff to discuss the operation of the business and the City's expectations for being a good neighbor.

\_\_\_\_\_  
(INITIAL)

I understand that Business Permits are not transferrable, must be renewed annually and that any change in the owner, operator or partner information requires that a new Business Permit be applied for. Furthermore, I understand that the applicant and/or operator shall immediately notify the (NSC) of any change involving the name, type, location or owner/operator of the business.

\_\_\_\_\_  
(INITIAL)

I understand that upon renewal proof of payment of NYS sales tax will be required.

\_\_\_\_\_  
(INITIAL)

<p><b>*Do you currently or have you operated any other business in the City of Rochester which was required to obtain a Certificate of Use, Business Permit or any other license? YES _____ NO _____</b></p> <p>If yes, please list:</p> <p>Name of Business: _____ Address: _____</p>
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**I understand that false statements made on this application may result in the denial or revocation of the Business Permit. I also understand completion and submission of the application does not constitute a valid permit and that operation of my business is not permitted until my application has been approved and a Business Permit has been issued.**

**\*Business Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



**OFFICE USE ONLY:** FEE: N/C: \_\_\_\_\_ New: \$25.00 Conditional: \$300

**DOES THIS BUSINESS HAVE AN RPD LICENSE? YES \_\_\_\_\_ NO \_\_\_\_\_**

(If yes, no Business Permit is required. If they intend to get one, but do not currently have one and want to open before RPD license is issued, then BP is required)

Legal Use: \_\_\_\_\_ Source: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Business Type: \_\_\_\_\_  
**A=Automobile Service      B=Bar**  
**B/R=Bar/Restaurant      R=Restaurant**  
**S=Barber Shop/Salon/Tattoo Parlor**  
**TP=Tobacco Products**

Permitted Hours of Operation: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
(If nonconforming, capture hours from front page)

Administered Sign Regulations: Yes \_\_\_\_\_ No \_\_\_\_\_

**ZONING STAFF:** \_\_\_\_\_ Date: \_\_\_\_\_

Legalizing Pending Permits for this use? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, Buildings must Sign)

**BUILDINGS STAFF:** \_\_\_\_\_ Date: \_\_\_\_\_

**NEIGHBORHOOD SERVICE CENTER:**

Current C/O Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Open Cases Yes \_\_\_\_\_ No \_\_\_\_\_

Nuisance Pts Yes \_\_\_\_\_ No \_\_\_\_\_ # Pts \_\_\_\_\_

Inspection Requested Yes \_\_\_\_\_ No \_\_\_\_\_

**The required approvals must be signed and dated by appropriate staff before a Permit will be issued.**

**NSC Administrator:** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

**Northeast Quadrant Neighborhood Service Center**  
(585)428-7660  
500 Norton St  
Rochester, NY 14621  
John H. McMahon, Administrator  
[John.McMahon@CityofRochester.Gov](mailto:John.McMahon@CityofRochester.Gov)

**Northwest Quadrant Neighborhood Service Center**  
(585)428-7620  
400 Dewey Avenue  
Rochester, NY 14613  
Kelvin James Knight, Administrator  
[Kelvin.Knight@CityofRochester.Gov](mailto:Kelvin.Knight@CityofRochester.Gov)

**Southeast Quadrant Neighborhood Service Center**  
320 N Goodman Street - Suite 209  
Rochester, NY 14607  
Erica Hernandez, Administrator  
[Erica.Hernandez@CityofRochester.Gov](mailto:Erica.Hernandez@CityofRochester.Gov)

**Southwest Quadrant Neighborhood Service Center**  
(585) 428-7630  
923 Genesee Street  
Rochester, NY 14611  
Charles Reaves, Administrator  
[Charles.Reaves@cityofrochester.gov](mailto:Charles.Reaves@cityofrochester.gov)

## INSTRUCTIONS FOR SUBMITTING YOUR BUSINESS PERMIT APPLICATION:

Now that you have zoning approval, your application for a **Business Permit** can be submitted by **appointment only** to the Neighborhood Service Center in which your business will be located as indicated below:

NE (428-7660)  
500 Norton St.

NW (428-7620)  
400 Dewey Ave.

SE (428-7640)  
320 N. Goodman St.  
Suite 209

SW (428-7630)  
923 Genesee St.

**YOUR APPLICATION REVIEW DOES NOT START UNTIL YOU HAVE SUBMITTED A COMPLETE APPLICATION TO YOUR NEIGHBORHOOD SERVICE CENTER. A COPY OF YOUR APPLICATION IS NOT BEING RETAINED AT THIS TIME.**

Besides a completed application, a copy of all licenses required for the operation of your business must be provided at the time of submission, or your application cannot be accepted. You are responsible for knowing what licenses are required, which may include the following:

- Certificate of Authority Number
- Retail Registration Number
- NYS Liquor License
- Master Barber, cosmetology, appearance enhancement license
- NYS DMV License (for auto sales, auto repair, inspection station)
- **Contract for disposal of tires.**
- Department of Health food preparation certificate

Also required for submission is the following:

- Photo ID (s) of every person listed on your application (NYS driver's or non-driver's license or United States Passport)

**PLEASE BE AWARE** that you cannot operate this business until your Business Permit has been ISSUED. At the time of submission, you will meet with the Administrator, or their designee, to formulate a Good Neighbor Agreement. Further detailed information about the Business Permits process can be found in [Chapter 90-32](#) of the City Code.