



## City of Rochester

Neighborhood and Business Development  
City Hall Room 125B, 30 Church Street  
Rochester, New York 14614-1290  
[www.cityofrochester.gov](http://www.cityofrochester.gov)

The Bureau of  
Buildings &  
Compliance

(APR 2023)

# SELF-SERVE PERMITTING INSTRUCTIONS

## FIRE SYSTEMS/COMMERCIAL KITCHEN

### HELPFUL INFORMATION:

- The Permit Office is currently not open for walk in submissions or payments
- Permit may be dropped off or mailed in. Submissions **MUST** include payment (check or money order made payable to "City Treasurer) in order to be processed.
- Online submissions will be sent online payment instructions

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### MINIMUM SUBMISSION REQUIREMENTS:

- ✓ The attached permit application and all required submission documents must be submitted or your request cannot be reviewed
- ✓ Fee (fee schedule attached)

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### HOW TO SUBMIT:

- Email your permit package, including all required documents to:  
[firesystempermits@cityofrochester.gov](mailto:firesystempermits@cityofrochester.gov)
- In person- room 121B Monday-Wednesday-Friday 9am – 4pm only.
- Mail to us at: The Bureau of Buildings & Compliance  
30 Church Street, Room 121B  
Rochester, NY 14614

If you have any questions relating to your permit submission, please call (585) 428-6526 for additional instructions. Any questions regarding inspection or permit status should be addressed to: Fire Marshal Liaison: Brian Anten (585) 509-4650 or by email: [brian.anten@cityofrochester.gov](mailto:brian.anten@cityofrochester.gov) . **Incomplete applications will be returned.**

Thank you.





THE BUREAU OF BUILDINGS & COMPLIANCE  
 ROCHESTER FIRE DEPARTMENT  
 CITY HALL, 30 CHURCH STREET, ROOM 121B  
 ROCHESTER, NEW YORK 14614



City of Rochester, NY

**FIRE SYSTEM OR COMMERCIAL KITCHEN PERMIT APPLICATION**

Only completed applications will be accepted. Any questions regarding Fire Permit application requirements or the inspection process should be directed to: Brian Anten, Fire Marshal Liaison at (585) 428-6905 or [brian.anten@cityofrochester.gov](mailto:brian.anten@cityofrochester.gov).

<b>Office Use</b>	<b>All of the following are required in order to submit a permit application for any installation or modification to a fire suppression system or commercial hood installation:</b>
<input type="checkbox"/> 1. One (1) set of stamped plans in paper format <input type="checkbox"/> 2. One (1) electronic* version of plans (acceptable format is via PDF-A (no CAD), thumb drive, or CD). <input type="checkbox"/> 3. One (1) copy of NY State Alarm Installer's License (when applicable) <input type="checkbox"/> 4. One (1) copy of Worker's Compensation <input type="checkbox"/> 5. One (1) copy of signed job contract <input type="checkbox"/> 6. Required Permit Fee	
	* Electronic copies of plans are for records retention purposes and will not be returned to applicant. Emailed plans should be sent to: <a href="mailto:firesystempermits@cityofrochester.gov">firesystempermits@cityofrochester.gov</a>
<b>1. PROJECT ADDRESS:</b> _____ <b>OCCUPANCY CLASSIFICATION:</b> _____	
<b>2. APPLICANT:</b> _____ <b>ADDRESS:</b> _____ <b>Phone #</b> _____ <b>EMAIL:</b> _____	
<b>3. CONTRACTOR:</b> _____ <b>Phone #</b> _____	
<b>4. PLAN PREPARER:</b> _____ <b>Phone #:</b> _____	
<b>5. DETAILED PROJECT DESCRIPTION:</b> _____ _____ _____	
<b>6. BUILDING PERMIT #</b> _____ <b>COST ESTIMATE*</b> _____ (if associated with a larger project) (excluding electrical)	
APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval: * <u>An underestimate of the job cost will result in the permit being suspended until it can be properly accessed.</u>	
<b>SIGNATURE:</b> _____ <b>DATE:</b> _____	

## 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	$.009 \times \text{Cost} + 150 = \text{Fee}$
\$ 100,001 to 500,000	$.007 \times \text{Cost} + 375 = \text{Fee}$
\$ 500,001 to 1,000,000	$.005 \times \text{Cost} + 1,475 = \text{Fee}$
\$ 1,000,001 and over	$.003 \times \text{Cost} + 3,675 = \text{Fee}$