



(Apr 2023)

SELF-SERVE PERMITTING INSTRUCTIONS

ZONING: LEGAL USE VERIFICATION LETTER

HELPFUL INFORMATION:

- The City will issue a Certificate of Zoning Compliance (CZC) to verify legal use
- A legal use czc will include: zoning district, legal use of the property, and state if there are any open zoning violations
- The cost is \$50.00 per property
- Any other information about a property must be requested by a FOIL request through the Law Department: <https://www.cityofrochester.gov/foil/>

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Complete the attached application
- ✓ Submit along with the \$50 fee per property (checks or money orders only made payable to "City Treasurer")

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

- Email: zoning@cityofrochester.gov (online payment instructions will be sent)
- 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 Buildings & Compliance
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:** _____