



SELF-SERVE PERMITTING INSTRUCTIONS

WINDOW REPLACEMENT

HELPFUL INFORMATION:

- Property located in a Preservation District that is a Designated Building of Historic Value, or a Landmark, requires Zoning approval. Call the Zoning office at 428-7043 to check if your property meets any of the above criteria.
- Typically the Zoning Code does not allow a reduction in window size (transparency) if visible from the Right of Way (street or sidewalk)
- Typically, the NYS Building Code has minimum requirement of window sizes in residential uses for light and ventilation and possible egress.

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed permit application
- ✓ Description of size and location of all windows to be replaced
- ✓ Room dimensions of rooms where new windows are to be replaced
- ✓ Workers' Comp or waiver (information sheet attached)
- ✓ Fee based on cost of work to be performed (fee schedule attached)

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

- Email: planreview@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 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.





City of Rochester

Neighborhood and Business Development
City Hall Room 121B, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov

The Bureau of
Buildings &
Compliance

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:** _____

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 |