



**ONE STOP  
ROC**

# **APPLYING FOR ELECTRICAL PERMITS**

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# WHAT IS CIVICS & ONE STOP ROC?



Civics is a single account, connected with One Stop Roc that you will be able to use to access multiple City of Rochester services.

To get started, visit <https://infor.cityofrochester.gov/>



Email Address \*

Password \*

Remember me

[Forgot Password?](#)

LOGIN

[Don't have an account? Sign up!](#)

# LOGGING IN

Once you have accessed the One Stop ROC webpage, click the  button.

Once you have successfully logged in, you will be welcomed to your personal homepage. On this screen, you will have a quick view of your contact information, fees due, pending applications, and records of submissions!

 [My Account](#)



[My Homepage](#)

[Submit New Application](#)

[Lookup Record](#)

## Welcome, Applicant

**Address**  
30 Church St  
Rochester, NY 14614

**Contact**  
(585)428-6158

[My Profile](#)

### MY FEES 0

#### Total Amount Due


\$0.00

[Make Payment](#)

[Go to my fees](#)

[Go to my payment history](#)

## My Records

Filter By  0 [Clear All](#)

Map

There are no projects to display here.

# STARTING A NEW APPLICATION

At the top of your screen, you will see three options to choose from.

- My Homepage
- Submit New Application
- Lookup Record



**Click Here**



My Homepage

Submit New Application

Lookup Record


# Let's begin **ELECTRICAL**

In the “Applications” section, you will select “Electrical and Plumbing Permits”

Please proceed to select the requested electrical application

## Applications

Select the desired application from the list below.

- › Generator, Solar, Geothermal, EV Charger, Energy Storage Permits
  - › **Electrical and Plumbing Permits**  
Including Electrical, Electrical Reconnect, and Plumbing Permits
  - › Licensed Trades  
Click here if you want to apply for an Electrical License, Plumbing License, or Stationary Engineer - Refrigeration Operator License.
  - › Building Owners  
Building Owner and Vacant Building Registry Applications
- 

- ▼ **Electrical and Plumbing Permits**  
Including Electrical, Electrical Reconnect, and Plumbing Permits
  - Electrical Permit**
  - Electrical Reconnect (Safety Inspection)**
  - Plumbing Permit**
- 

Once selected, you will  
automatically be redirected  
to the application

# NECESSARY INFORMATION

Work Type \* ⓘ

Select

Select

Commercial

Mixed Use

Residential

Please note:

- Any dwelling unit that has **THREE** or more dwelling units is considered **COMMERCIAL**
- Every building must have its own individual permit



# WHO IS DOING THE WORK?

Owner Occupied

This is a single family residence. I am the owner and I occupy the residence. I will be doing the work.

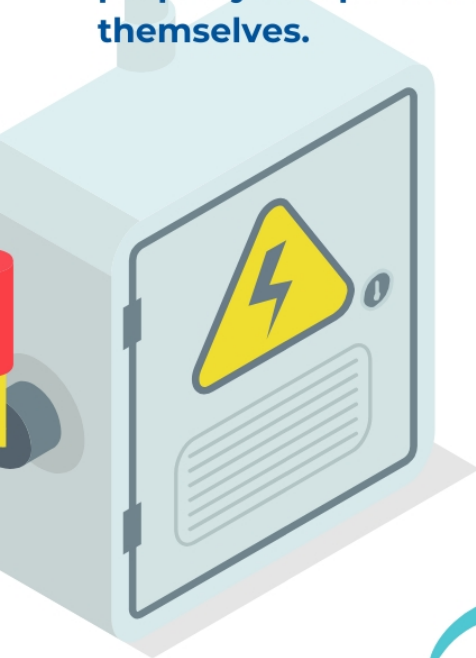
This field indicates your responsibility for this request:  
Capacity \*

- Property Owner
- Applicant
- Architect
- Contractor
- Engineer
- Owner/Contractor
- Property Owner
- Tenant / Leasee

## OWNER OCCUPIED

Property owners are eligible to apply for their permits. However, specific conditions must be met, including but not limited to:

- The property must not have any open violations that mandate the presence of a licensed electrician.
- Submission of a CE-200 form is required.
- The homeowner must currently reside at the property and perform the necessary work themselves.



This field indicates your responsibility for this request:  
Capacity \*

Select 

This field indicates your responsibility for this request:  
Capacity \*

Select

- Select
- Applicant
- Architect
- Contractor
- Engineer
- Owner/Contractor
- Property Owner

## ELECTRICIAN

You are considered the "CONTRACTOR"

When ready, click here 

[Back](#) [Save & Continue](#)



# PROPOSED WORK



After providing general project information, its now time to enter the TYPE OF WORK. Select whichever applies.

If you do not select one of the options below, your application will not proceed to a “Completeness Check” milestone!

## Electrical Systems Details

CHECK ALL THAT APPLY

New Constructon

Renovation

Fire Damage

Legalize

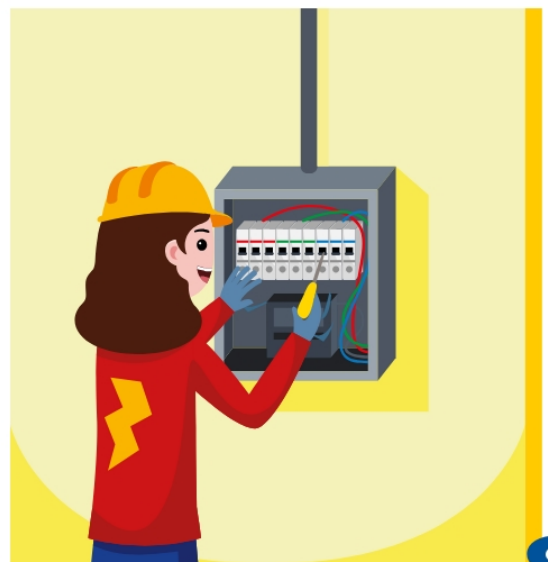
Other

Other (Description)

Now, you must tell us **WHAT WORK** you will be doing, you will need to check **ALL** that apply.

There are a few different options for work types, these are:

- **Service Work**
- **Interior/Exterior Work**
  - elevator/escalator wiring
  - fuel dispensing units
  - temporary service
  - exterior lighting
  - exterior pole lights
  - hot tub/pool wiring
  - fire alarm wiring
  - signs
  - HVAC



# READ FIRST

Please note, that when doing **any** service work, you **MUST** obtain a service notification number from RGE prior to submitting an application.



RGE Service Notification #

**Double check and make sure  
you have provided all of the  
necessary information!**



# Service Work

**Service Work Details**

<b>Service Location</b> <input type="text"/>	<b>Type of Service Work:</b> <input type="text" value="Select"/>
<b>Service Size:</b> <input type="text" value="Select"/>	<b>Number of Additional Meters:</b> <input type="text"/>
<b>Number of Residential Dwelling Units:</b> <input type="text"/>	<b>Describe work to be performed:</b> <input type="text"/>
<b>If this is a reconnection of the electric service ONLY, Number of Meters Reconnected:</b> <input type="text"/>	<b>RGE Service Notification #</b> <input type="text"/>

**Type of Service Work:**

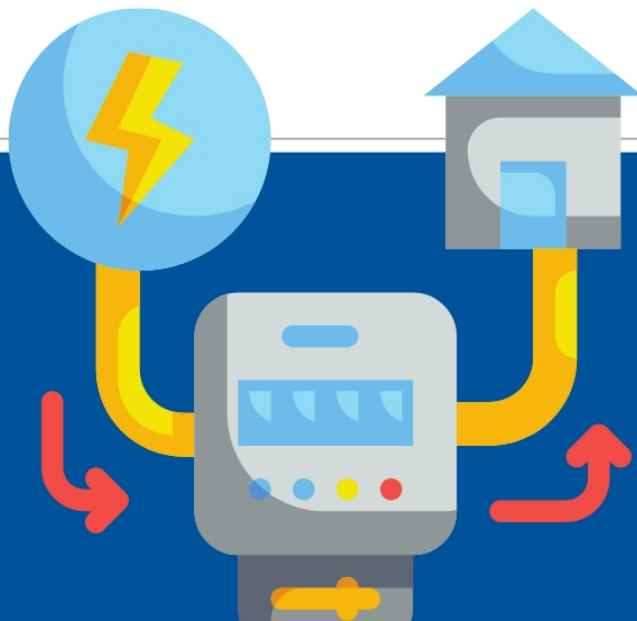
- Select
- New
- Upgrade or Repair

**Service Size:**

- Select
- >200 amp
- 100 amp
- 150 amp
- 200 amp

As you fill out the application, be sure to provide all relevant information regarding the service work you intend to perform.

- 💡 Where on the property? If there are residential dwelling units, how many?
- 💡 What work will you be doing?
- 💡 Is there more than one meter? Let us know!



# INTERIOR WORK AND MORE

## Interior/Exterior Work Details

Type of Interior/Exterior Work:

Square Footage of Work Area:

Describe work to be performed:

Work Location

## Sub Panel Details

Sub Panel Service Size

Location

## Indicate Type of Work

Elevator/Escalator Wiring

Hot Tub/Pool Wiring

Fuel Dispensing Unit

Fire Alarm Wiring

Temporary Service

Signs

Exterior Lighting

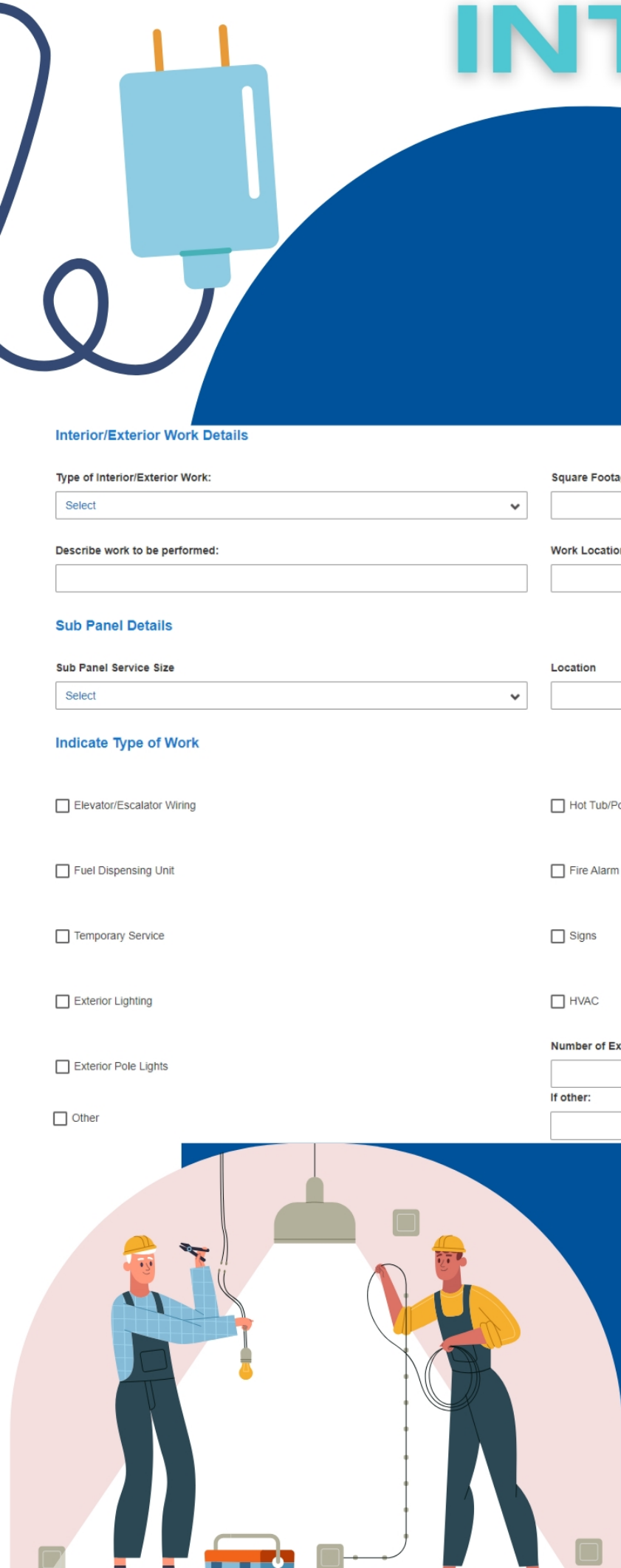
HVAC

Exterior Pole Lights

Number of Exterior Pole Lights

Other

If other:



# I CERTIFY...

You're almost done!  
Please make sure you self certify your application!  
Without this, we cannot review and process an application.

## DON'T FORGET!

### Self Certification

#### I Certify (select all that apply)

I, the undersigned licensed Electrician/owner, submit this permit application to perform the work described herein and in doing so acknowledge that any deviation from the information provided could result in a violation, penalty fee, or voiding of this permit. Additionally, I certify that all electrical work will be performed in accordance with the applicable codes and RG&E regulations. All work will be performed by (check one below), with the appropriate licensing credentials and experience, and said individual will be available onsite for inspections:

By me personally

By an employee of my company

I certify the above is true

Date ⓘ

MM/DD/YYYY

You must select whether it is you or your employees doing the work.

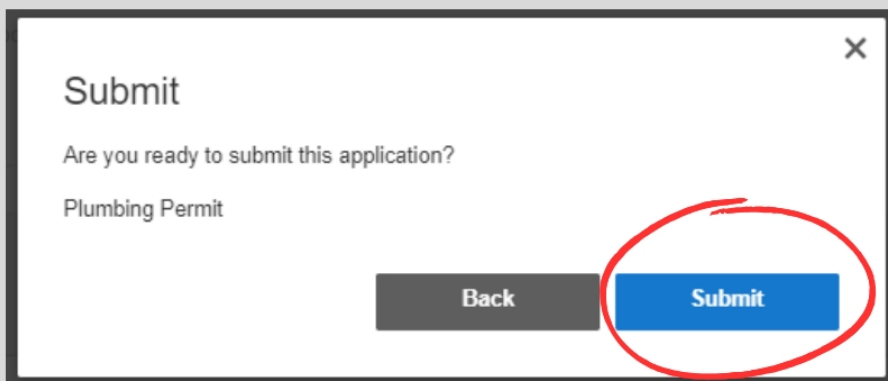
When ready, click here

Back

Save & Continue

# REVIEW & SUBMIT

If you are satisfied with your application and ready to submit, click the Submit button at the bottom of the page!



The screenshot shows a dialog box titled "Submit" with a close button (X) in the top right corner. The text inside the dialog box reads: "Are you ready to submit this application?" followed by "Plumbing Permit". At the bottom of the dialog box, there are two buttons: a grey "Back" button and a blue "Submit" button. The "Submit" button is circled in red.

Once you have submitted your application, it will be reviewed. If no further details or corrections are needed, the status of the pending permit will change to "Fee's Due" and a payment link will be automatically generated to your email. If all fees are paid in full, the final permit will be sent to you.

#### Confirmation

Thank You! Your application was submitted.

 [P-23-0315](#)