



City of Rochester, New York

Neighborhood and Business Development, Bureau of Buildings & Compliance

City Hall Room 028B, 30 Church Street

Rochester, New York 14614

cofo@cityofrochester.gov

1. BUILDING INFORMATION:

Address: _____ Garage (# of cars) _____ Attached or Detached (circle)

Is the property vacant: [] Yes [] No If yes, date vacancy began: _____

2. APPLICANT INFORMATION:

[] Owner [] Tenant [] Agent

Name: _____

Address: _____

Zip: _____ Phone: _____ Email: _____

3. INSPECTION CONSENT: (must check one)

[] I, _____, am the owner/agent of the above referenced property. I have retained legal custody and control over the property to have it inspected. I do agree and consent to allow the City to inspect the property in its entirety as part of the City requirement for a Certificate of Occupancy. Inspection permission includes the initial inspection, any and all necessary reinspection and audit inspections until such time as a Certificate of Occupancy is issued.

[] I do not consent to have my property inspected by the City of Rochester and I understand that the City of Rochester may make an application for an administrative inspection warrant which may cause a delay in processing the application for a Certificate of Occupancy.

4. APPLICANT SIGNATURE:

DATE: _____

The applicant acknowledges that the information contained in this application is true to the best of their knowledge.

Final C of O shall read: _____

FEES: Fee is doubled if paid after due date (up to a maximum of \$200)

If you need help calculating the fee, email: cofo@cityofrochester.gov or call 585-428-6520

BUILDING USE: (per building, not per parcel)	FEE PER BUILDING IF PAID BY DUE DATE:	FEE PER BUILDING IF PAID AFTER DUE DATE:
Single Family Dwelling	\$60	\$120
Two Family Dwelling	\$80	\$160
Multiple Dwellings with 3, 4, or 5 dwelling units or Rooming House	\$100	\$200
Multiple Dwellings with more than 5 dwelling units	\$100 + \$10 for each unit over 5 (maximum \$200)	\$200
Mixed Use Buildings (contains at least one non-residential tenant space and at least one or more dwelling unit	\$100 + \$10 for each commercial or residential unit over 5 (even if vacant) Maximum \$200	\$200