Congratulations. Your improvements will help to make Rochester a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Zoning and Buildings staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526**.

City of Rochester
Department of Neighborhood and Business Development
City of Rochester Permit Office
City Hall, Room 121B
30 Church Street
Rochester, New York 14614

Obtaining a **Demolition** Permit

How to Make the Process Go Smoothly.

Believe.

City of Rochester, NY
Lovely A. Warren, Mayor
Rochester City Council

1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including size, current use and proposed use of vacant land.
- Owner's signature is required.
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office and at **www.cityofrochester.gov**, type "building permits" in the search box.

2 Follow Through with Application Requirements:

- Ensure final inspection after completion.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

3 Supply Additional Submissions:

- Provide photographs.
- Provide a debris disposal plan.
- Provide a performance bond, cashier's check, or letter of credit equal to 100% of the contract price or 100% of the demolition cost.
- Provide liability insurance.
- Provide site plan and asbestos survey.
- Provide rodent control certificate.
- Provide redevelopment plans (if applicable.)

4 Pay the Required Fees:

• Accessory building	**$50.00**
• Wood frame structure (1-3 stories)	**$150.00**
• All other structures– 5,000 sq. ft. or less	**$300.00**

- Plus **$135.00** for each additional 5,000 sq. ft.

Helpful Information:

- All debris accumulated during the demolition shall be contained on the site. All debris shall be disposed of legally via dumpster or curbside removal. A letter from the Department of Environmental Services Operations Division will be required for curbside removal.
- A permit from the Department of Environmental Services Permit Office is required for water abandonment, dust control and street barricades (if applicable.)
- State Environmental Quality Review (SEQR) is required for all demolitions other than accessory structures. Applications are available in the City of Rochester Permit office.
- Lots to remain vacant must be graded, seeded and posted to prevent access. Curb replacements may also be required.
- If future development is proposed, the permit may be held for further review.
- Demolition of a designated building of historic value is not permitted. If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call **428-7043** for more information.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

Department of Neighborhood and Business Development
City of Rochester Permit Office
City Hall, 30 Church St., Room 121B
Rochester, New York 14614

Monday–Friday, 9:00 am to 5:00 pm

Questions? Call 311

www.cityofrochester.gov

06257-0218pd