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 an **Electrical** 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.
- 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:

- Provide a detailed project description with an itemized list.
- Ensure that progressive rough inspections are performed as necessary. A final inspection will be performed upon completion.
- Ensure that all work is performed as per the permit description.

3 Supply Additional Submissions:

- For all projects requiring drawings signed and sealed by a design professional licensed in the State of New York, electrical drawings will be required as part of those drawings.
- New electrical work, other than repairs to existing fixtures or systems and single family dwellings will require drawings signed and sealed by a design professional licensed in the State of New York.

4 Pay the Required Fees:

Call **428-6526** for specific fee information.

Helpful Information:

- A single family owner-occupant may apply for his or her own permit only if personally doing the work. All other work must be applied for and performed by a City of Rochester licensed electrician.
- Call **428-6526** to verify that an electrician is currently licensed with the City of Rochester.
- 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.

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Monday–Friday, 9:00 am to 5:00 pm

Questions? Call 311

www.cityofrochester.gov

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