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

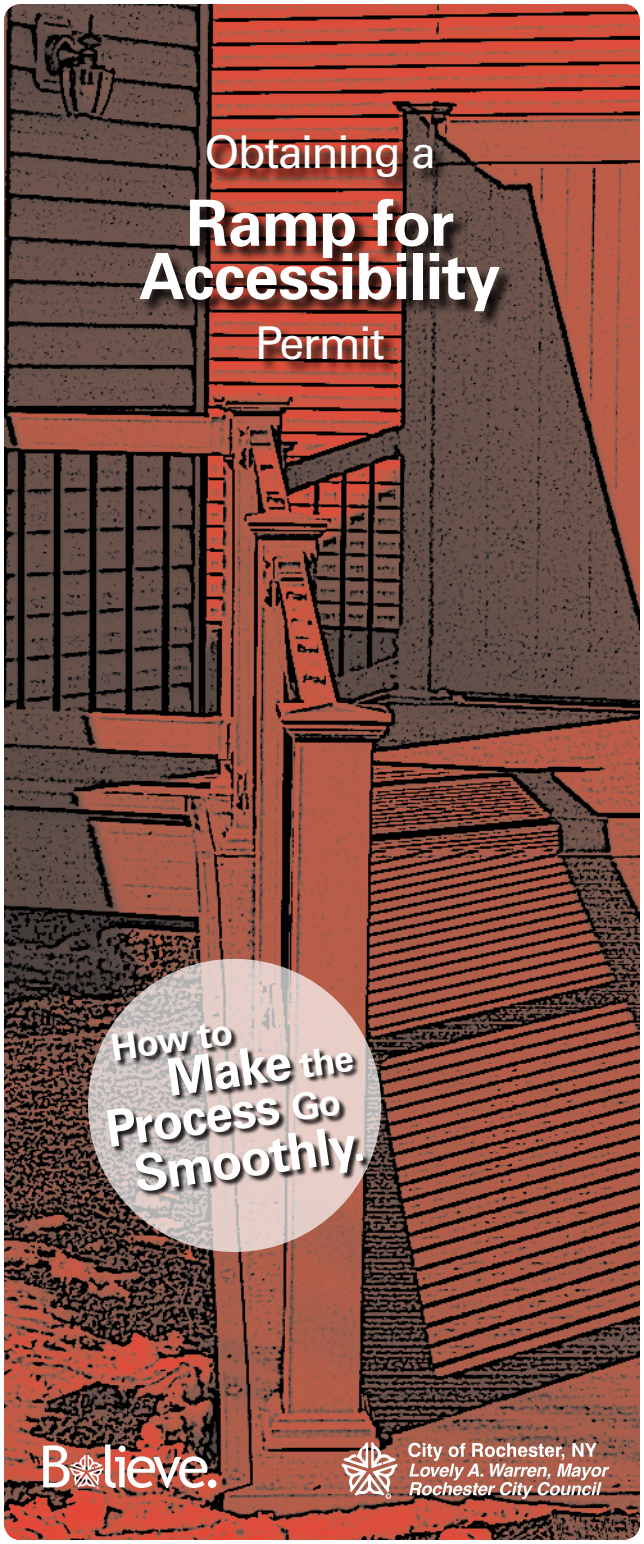
Department of Neighborhood and Business Development

City of Rochester Permit Office

City Hall, Room 121B

30 Church Street

Rochester, New York 14614



Obtaining a Ramp for Accessibility 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 the size and location of ramp.
- 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 that all necessary inspections are performed: footings and/or foundation depth before pouring concrete and setting posts; framing before enclosing; and final inspection upon 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:

You must also include two (2) copies each of:

- An Instrument Survey Map of the property.
- Construction details drawn to scale, including footings/foundation, plans and elevations. If ramp is located on structures other than one or two family dwellings and/or higher than 30", drawings may need to be signed and sealed by a design professional licensed in the State of New York.

4 Pay the Required Fees:

The fee for your permit is based on the contractor's written cost estimate including labor and materials. The following table indicates typical permit fees according to cost estimate.

Cost Estimate	Permit Fee
$0 – 2,000	$50.00
$2,001 – 4,000	$70.00
$4,001 – 6,000	$90.00
$6,001 – 8,000	$110.00
$8,001 – 10,000	$130.00
$10,001 – 12,000	$150.00
$12,001 – 14,000	$170.00
$14,001 – 16,000	$190.00
$16,001 – 18,000	$210.00
$18,001 – 20,000	$230.00

*Partial fee schedule shown

If cost estimate is greater than $20,000, please call **428-6526** for permit fee and other possible requirements.

Helpful Information:

- A three (3) ft. distance separation may be required between structure and side and rear lot lines.
- Ramps for other than one (1) or two (2) family dwellings must comply with Chapter 11 of the Building Code of New York State.
- Accessibility ramps are required to be located in the side and rear yard provided the ramp does not obstruct access to required parking.
- Temporary accessibility ramps proposed to be located in the front yard may be approved by the Director of Zoning through the Administrative Adjustment procedure per Section 120-191 of the Zoning Code. Call **428-7043** for other zoning information.
- Call **428-6526** with any questions regarding construction details during the planning stages.
- 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

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