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

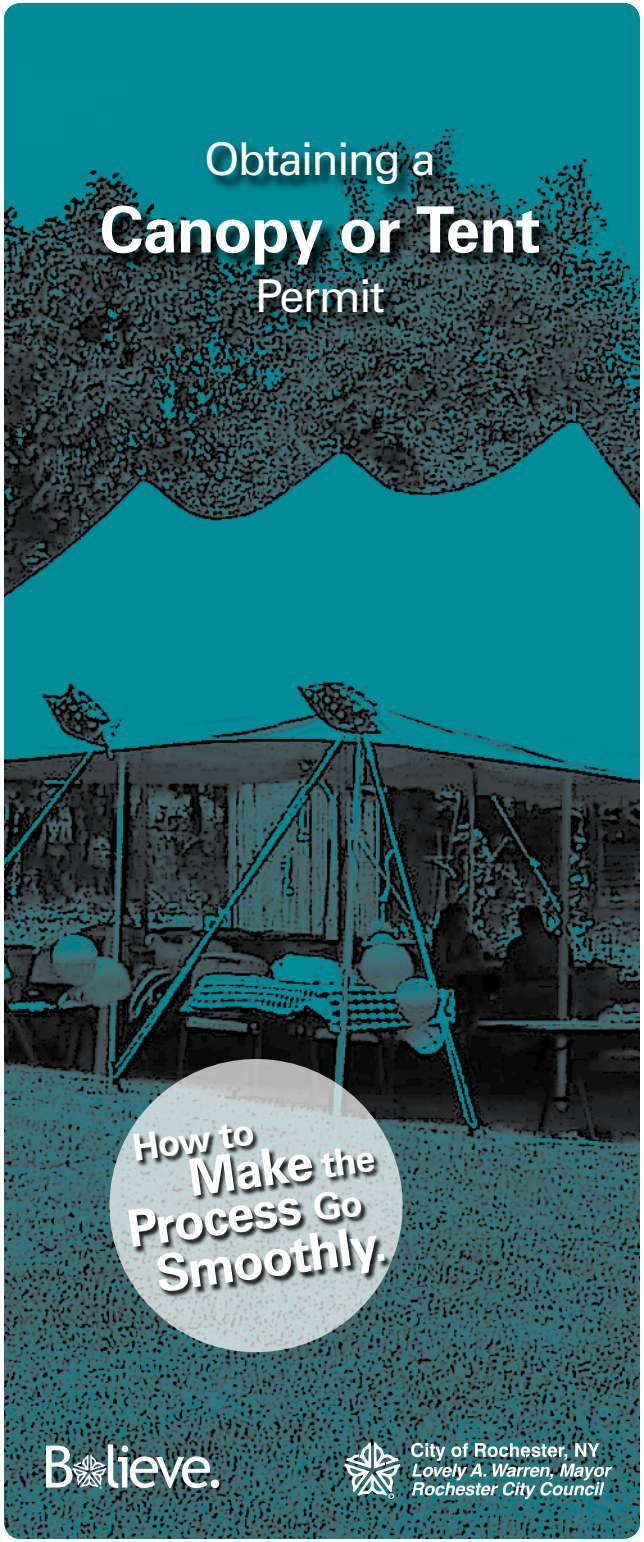
City of Rochester Permit Office

City Hall, Room 121B

30 Church Street

Rochester, New York 14614

Obtaining a Canopy or Tent 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:

- Tents less than 400 sq/ft. and canopies less than 700 sq/ft do not require 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 tents and cooking equipment.
- Separate permits are not required for tents associated with a permitted special event.
- 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 final inspection is performed immediately upon installation.
- 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 of an Instrument Survey Map of the property showing location of tents and devices.

- Flame Spread Certificate for tent material.

4 Pay the Required Fees:

The fee for your permit is **$100.00** per property.

Helpful Information:

- Contact the Division of Fire Safety at **428-7037** if cooking facilities will be located inside the tent.
- The Division of Real Estate must approve all events taking place on city-owned parcels, call **428-6951** for more information.
- In no case shall any supports (i.e. poles, cables, stakes, ropes) extend over the lot line or public right-of-way.
- Temporary electrical service will require a separate electrical permit. Call **428-6526** for more information.
- Call **428-6526** with any questions during the planning stages.
- 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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