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 Planning and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526**.

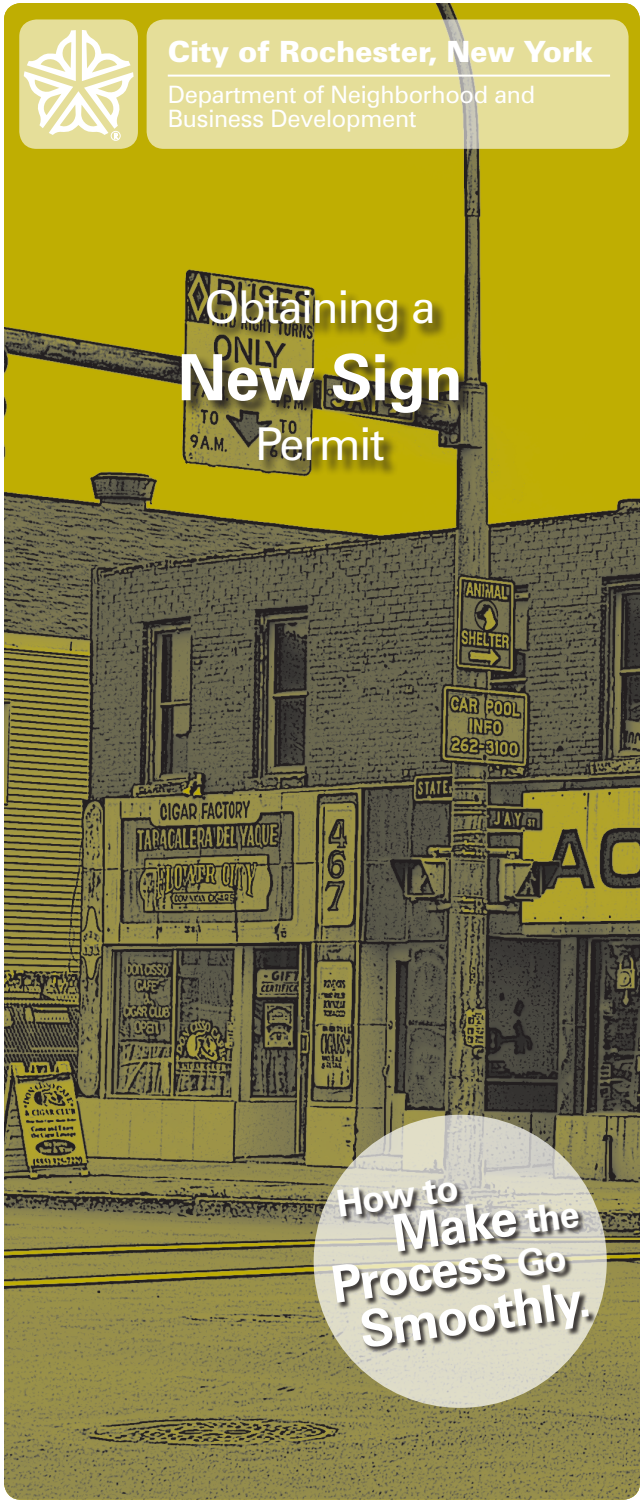
one city ROCHESTER

Thomas S. Richards, Mayor
City of Rochester, NY

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

City of Rochester, New York
Department of Neighborhood and Business Development

Obtaining a New Sign Permit



How to Make the Process Go Smoothly.

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 signage.
- 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. Inspection of footings and/or foundation depth before pouring concrete and setting posts for self supported signs and upon completion is required.
- 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:

- Photos of existing signs on the property and the proposed location of the sign on the building or site.

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

- An Instrument Survey Map of the property.
- Construction details, drawn to scale, including dimensions, graphics, methods of attachment, and footings/foundation, if applicable. Freestanding signs higher than five (5) ft. require plans 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 written cost estimate including labor and materials, whether purchased, owned or donated. The following table indicates typical sign permit fees according to the 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:

- Sign regulations are set forth in Section 120-177 of the Zoning Code. The Zoning Code is available on the city website: **www.cityofrochester.gov**.
- An encroachment permit from the Department of Environmental Services will be required if the sign will be encroaching over the public right-of-way. Call **428-6848** for more information.
- Signs located in windows shall not exceed twenty-five (25%) of the area of the window and are included in the calculation of the overall signage allowed.
- Temporary portable signs are not permitted in the public right-of-way. Temporary signs are permitted on private property only by approval from the Director of Zoning.
- 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.
- Call **428-6526** with any questions regarding construction details during the planning stages.
- Call **428-7043** for type and amount of signage allowed and setback 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 4:00 pm

Questions? Call 311

www.cityofrochester.gov

01964-1211pd