City of Rochester

Certificate of Occupancy Exemption Application
(One and Two Family Dwellings)

PROPERTY ADDRESS: _____

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S PHONE: _____

I, the owner of the above listed one or two family dwelling hereby swear that:

☐ I (myself)   ☐ my spouse   ☐ my child   ☐ my parent   ☐ my sibling

occupy(ies) the above property as a primary residence and therefore I qualify for an exemption from the Certificate of Occupancy requirement.

Occupant's name: _____
(must be: spouse, child, parent, or sibling of the owner)

I have provided the following as proof of relation and residency (proof of both is required):

PROOF OF RELATION:

☐ Birth Certificate (must show parentage)   ☐ Marriage License   ☐ Other or ☐ Owner Occupied

PROOF OF RESIDENCY:

☐ I have attached a postmarked utility bill or account statement addressed to myself (if owner occupied) or to the above named qualifying relative at the subject property which was mailed within the last 30 days.

I further attest to the following (both are required):

☐ The unit(s) have **working smoke alarms** in all of the following locations: each sleeping room, hallways outside each sleeping area, and on every floor within the dwelling unit, including basements and cellars, but not uninhabitable attics.

☐ The unit(s) have a working **carbon monoxide alarm** in hallways within 15 feet of the lowest level sleeping area

I hereby swear that the above information is true to the best of my knowledge:

_____   _____
Owner's Signature   Date

Submit in person or mail completed form along with proof to: Neighborhood and Business Development
Buildings and Zoning
City Hall Room 121B, 30 Church Street
Rochester, New York 14614