



BUREAU OF BUILDINGS & ZONING  
 ROCHESTER FIRE DEPARTMENT  
 CITY HALL, 30 CHURCH STREET, ROOM 121B  
 ROCHESTER, NEW YORK 14614



City of Rochester, NY

**FIRE SYSTEM OR COMMERCIAL KITCHEN PERMIT APPLICATION**

Only completed applications will be accepted. Any questions regarding Fire Permit application requirements or the inspection process should be directed to: Steve Ersteniuk, Fire Marshal Liaison at (585) 509-4650 or [stephen.ersteniuk@cityofrochester.gov](mailto:stephen.ersteniuk@cityofrochester.gov).

<b>Office Use</b>	<p><b>All of the following are required in order to submit a permit application for any installation or modification to a fire suppression system or commercial hood installation:</b></p> <p><input type="checkbox"/> 1. One (1) set of stamped plans in paper format</p> <p><input type="checkbox"/> 2. One (1) electronic* version of plans (acceptable format is via PDF-A (no CAD), thumb drive, or CD).</p> <p><input type="checkbox"/> 3. One (1) copy of NY State Alarm Installer’s License (when applicable)</p> <p><input type="checkbox"/> 4. One (1) copy of Worker’s Compensation</p> <p><input type="checkbox"/> 5. One (1) copy of signed job contract</p> <p><input type="checkbox"/> 6. Required Permit Fee</p> <p>* Electronic copies of plans are for records retention purposes and will not be returned to applicant.        Emailed plans should be sent to: <a href="mailto:firesystempermits@cityofrochester.gov">firesystempermits@cityofrochester.gov</a></p>
<p><b>1. PROJECT ADDRESS:</b> _____ <b>OCCUPANCY CLASSIFICATION:</b> _____</p> <p><b>2. APPLICANT:</b> _____</p> <p><b>ADDRESS:</b> _____ <b>Phone #</b> _____</p> <p><b>EMAIL:</b> _____</p> <p><b>3. CONTRACTOR:</b> _____ <b>Phone #</b> _____</p> <p><b>4. PLAN PREPARER:</b> _____ <b>Phone #:</b> _____</p> <p><b>5. DETAILED PROJECT DESCRIPTION:</b> _____</p> <p>_____</p> <p>_____</p> <p><b>6. BUILDING PERMIT #</b> _____ <b>COST ESTIMATE*</b> _____</p> <p>(if associated with a larger project) (excluding electrical)</p> <p>APPLICANT: I certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of that approval:        * <b><u>An underestimate of the job cost will result in the permit being suspended until it can be properly accessed.</u></b></p> <p><b>SIGNATURE:</b> _____ <b>DATE:</b> _____</p>	