



SELF-SERVE PERMITTING INSTRUCTIONS

ELECTRICAL PERMITS

HELPFUL INFORMATION:

- The Permit Counter is not currently open for walk in processing. You can however submit either by mail, drop box or email (see below and attached).
- With the exception of a single family owner occupant doing their own work, only a licensed electrician can be issued an electrical permit and complete the work covered under that permit.
- If you wish to pay by credit card, then you must submit via email and then you will be able to pay online using a credit card (echecks also accepted).

SUBMISSION REQUIREMENTS:

- ✓ Completed application form
- ✓ Workers' Comp Certificate or Workers' Comp Waiver (no ACORD)
- ✓ Fee (checks or money orders made payable to "City Treasurer", no cash accepted)

HOW TO SUBMIT: Your completed permit application package can be submitted by:

- Email: buildingpermit@cityofrochester.gov
- Drop box provided at City Hall A Building lobby
- Mail: Buildings and Zoning Permits
30 Church Street, Room 121B
Rochester, NY 14614

If you any questions, email: buildingpermit@cityofrochester.gov or call (585) 428-6520.
Incomplete application submissions will be returned. Thank you.



PLUMBING AND ELECTRICAL ELECTRONIC SUBMISSION INSTRUCTIONS

Submitting your complete Plumbing or Electrical application electronically is the best way for us to expeditiously process your permit request. You can download a permit application (available in fillable and word format) from the City's website at www.cityofrochester.gov and entering "permits" in the search bar.

The process is as follows:

- Email your permit applications and worker's comp or waiver to:
buildingpermit@cityofrochester.gov.
- Once received, we will enter your request into our system and assign a permit number.
- We will email you back with your permit number and instructions on how to pay online*.
- Once you complete the online payment, both you and the City will automatically get a confirmation email from the online payment vendor telling us that you have paid.
- Upon receiving notification, we will issue your permit and email your issued permit to you along with your inspector's contact information to make inspection arrangements.

*Please be aware the City contracts with an outside vendor for the convenience of the online payment option and that vendor charges the following fees:

Electronic Check: echeck/ACH = \$1.00 per check regardless of amount

Credit Cards: under \$100.00 = \$2.75 \$100.01 and higher 2.75% of permit fee



City of Rochester

Neighborhood and Business Development
City Hall Room 121B, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov

Bureau of Buildings
and Zoning

ELECTRICAL PERMIT APPLICATION

GENERAL INFORMATION:

Address: _____
(include all apts, units, buildings, etc to be inspected)

Use of Property: Residential: _____ one family owner occupied _____ one or two family _____ townhouse
Commercial: _____ 3+ family _____ mixed use _____ commercial _____ industrial
other (specify) _____

Property owner: _____
name address contact phone #

Applicant: _____
name address contact phone #

Estimated cost of work (total of Part B and C from page 2) \$ _____

PART A- RECONNECT SERVICE: NO WORK INVOLVED (RG&E has temporarily disconnected service.)

Number of meters: _____ (2 or fewer - \$70 fee, more than 2 - \$70 + \$10 per meter)

PART A total fee:
\$ _____

DO NOT COMPLETE SECTION IF:

- the unit has been fire damaged (separate fire damage repair permit required)
- the electrical system has been tagged by RG&E (i.e. red or orange tag has been placed on meter)
- the service has been vandalized or damaged

If any of these apply, you must consult with a licensed electrician and obtain an electrical permit for necessary work. Any questions about the requirement for a reconnect or status of an account should be directed to RG&E at 1-800-743-2110.

I understand that it is the responsibility of the owner/applicant to verify with RG&E that there are no known outstanding violations at the property that will prevent the City of Rochester from granting a reconnect inspection and approval. I further understand that **no refunds will be given after an inspection has been performed:**

SIGNATURE: _____ DATE: _____

IF WORK IS PROPOSED, the work will be performed by:

- _____ single family owner occupant (do not need an electrician) ***must provide waiver form**
- _____ electrician (with no employees) ***must provide waiver form**
- _____ electrician with employees ***must provide worker's compensation form (issued in electrician's name)**

If proposed work is associated with a construction project, provide building permit # : _____

Provide RG&E S/N # (if available): _____
(If required and not available, you are responsible for obtaining it **before** an inspection can be scheduled)

Electrician: _____
name on City electrical license electrician's email address

Electrician's Signature: _____ license # _____ Date: _____

PART B – SERVICE WORK: (check one) _____ New _____ Upgrade/Repair (includes panels & disconnects)

Service Size (check): _____ 100 amp (\$100) _____ 150 amp (\$100) _____ 200 amp (\$100) _____ >200 amp (\$140) \$ _____ (fee)

Number of additional meters (\$35 each) _____ \$ _____ (fee)

_____ Residential: New construction 1 or 2 family or townhouse (\$175 + \$75 each additional dwelling unit) \$ _____ (fee)
(# of dwelling units) (includes service and wiring)

PART B total fee:

\$ _____

Describe work to be performed: _____

PART C - INTERIOR/EXTERIOR WORK: (check) _____ Residential or _____ Commercial

1: Type of work: (check one:) _____ Renovation/Repair _____ Addition _____ Fire Damage _____ Repair

Square footage of work area? (i.e. 10 x 10 room =100 sq. ft.) _____

Fees: Residential - 200 sq. ft. or less (\$100); 201 sq. ft. to 1000 sq ft (\$125), 1001 sq ft and higher (\$150)

Commercial - 1500 sq ft or less (\$150)/1501 to 5000 sq ft (\$275) over 5000 sq ft (\$275 + \$0.05 per sq ft) \$ _____ (fee)

Work location: _____

(include bldg. #, suite #, and interior location i.e. 2nd floor apt rear bedroom; 3rd floor suite 301, etc.)

Describe work to be performed: _____

2: Indicate the following types of work (may require a building permit or further review prior to this electrical permit):

Check: _____ generator wiring (\$70) _____ hot tub/pool wiring (\$70) _____ elevator/escalator wiring (\$70)
_____ fire alarm wiring (\$70) _____ fuel dispensing unit (\$70) _____ exterior pole lights (\$70 + \$10 per pole)
_____ exterior lighting (\$70) _____ signs (\$70) _____ temporary service (\$70)
_____ HVAC (\$70) (includes hot water tank, boiler, furnace, A/C, electric/baseboard heat, roof top unit, motor)
_____ other (specify) _____ \$ _____ (fee)

PART C total fee:

\$ _____

Read and initial below:

_____ I understand it is my responsibility to address any discrepancies of the issued permit before leaving the permit counter.

_____ I acknowledge that all electrical work will be performed in accordance with all applicable codes and RG&E regulations.

_____ I understand this permit was issued based on the information I provided depicting the proposed work and that any deviation from this will result in a violation, a penalty fee and require a new permit and appropriate fees be paid.

_____ I acknowledge that RG&E may require an S/N # for the work covered in this permit and understand that it is my responsibility to obtain the S/N from RG&E (1-800-743-2110) before an inspection by the City can be scheduled.

_____ I certify all work will be performed by: _____ me personally _____ an employee of my company _____ the homeowner.

Signature: _____

Date: _____

OFFICE USE ONLY:

Total Part A: \$ _____

Re-inspect fee \$ _____

Total Part B: \$ _____

Penalty Fee \$ _____

Total Part C: \$ _____

SWO Fee \$ _____

Total Permit Fee:

\$ _____