



# SELF-SERVE PERMITTING INSTRUCTIONS

## PLUMBING 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 attached).
- With the exception of a single family owner occupant doing their own work, only a licensed plumber can be issued a plumbing 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 (or check).

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### 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)

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**HOW TO SUBMIT:** Complete application and all documentation can be submitted by:

- Email: [buildingpermit@cityofrochester.gov](mailto:buildingpermit@cityofrochester.gov) (on line payment instructions will sent)
- Drop box: Located at City Hall, room 121B (include check or money order).
- Mail to us (include check or money order) at: Buildings and Zoning Permits  
30 Church Street, Room 121B  
Rochester, NY 14614

If you have questions, email: [buildingpermit@cityofrochester.gov](mailto: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](http://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](mailto: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



## APPLICATION FOR PLUMBING PERMIT

### PART A – GENERAL INFORMATION- all sections must be complete

**WORK ADDRESS:** \_\_\_\_\_

(house #, street, apt or tenant space #)

**LICENSED PLUMBER:** \_\_\_\_\_

Name (Last, First)

License Number

Address

Phone Number

**PLUMBER’S EMAIL:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

Name (Last, First)

Phone Number

Address

**DESCRIPTION OF WORK:** \_\_\_\_\_

**ESTIMATED JOB COST:** \_\_\_\_\_

### PART B–SITE WORK: PROPOSED WORK (SELECT ALL THAT APPLY)

BASE PERMIT FEE = \$80.00 +					
	Quantity	Fee	DESCRIPTION	Quantity	Fee
Catch Basins (\$50.00 each)			Separator-Oil /Sand (\$35.00)		
Drains–Trench / Crock (\$20.00)			Sewer Laterals (\$40.00)		
Drains-Roof (\$10.00)			Water Service-renewal (\$85.00)		
Lot Line Cleanout (\$35.00)			Water Service-new <2" (\$35.00 ea)		
Manholes (\$35.00)			Water Service-new >2 Inch (First 60'=\$35.00 + \$10 each 100')		



**PART C-PLUMBING WORK TO BE PERFORMED**

**BASE PERMIT FEE = \$80.00 +**

**(CHECK ALL THAT APPLY)**

- New Construction   
  Renovation   
  Fire Damage   
  Legalize   
  Other: \_\_\_\_\_

SELECT ALL WORK ITEMS					
DESCRIPTION	Quantity	Fee	DESCRIPTION	Quantity	Fee
Backflow Repair ( <b>\$10.00 ea</b> )			Pump-Ejector ( <b>\$20.00 ea</b> )		
Backflow Installation-Secondary:			Sink-bar ( <b>\$10.00 ea</b> )		
➤ (¼" to ¾" = <b>\$10.00 ea</b> )			Sink-hand ( <b>\$10.00 ea</b> )		
➤ (1" to 1 ½" = <b>\$15.00 ea</b> )			Sink-mop ( <b>\$10.00 ea</b> )		
➤ (more 1 ½" = <b>\$30.00ea</b> )			Sink-3 compartment ( <b>\$10.00 ea</b> )		
Dish Washer ( <b>\$40.00</b> )			Sump-Pump:		
Drain-Condensate ( <b>\$10.00 ea</b> )			Residential ( <b>\$15.00</b> )		
Drain-Cooler ( <b>\$10.00 ea</b> )			Commercial-single ( <b>\$35.00</b> )		
Drain-Equipment ( <b>\$10.00 ea</b> )			Commercial - dbl ( <b>\$45.00</b> )		
Drain-Floor ( <b>\$10.00 ea</b> )			Tub ( <b>\$10.00 ea</b> )		
Drain-Roof ( <b>\$10.00 ea</b> )			Urinal ( <b>\$10.00 ea</b> )		
Drinking Fountain ( <b>\$10.00 ea</b> )			Water Closet ( <b>\$10.00 ea</b> )		
Eye Wash ( <b>\$10.00 ea</b> )			Water Heater:		
Ice Machine ( <b>\$25.00</b> )			➤ More than 70 gallon ( <b>\$30.00</b> )		
Laundry Box ( <b>\$10.00 ea</b> )			➤ 70 gallon or less ( <b>\$10.00</b> )		
Laundry Tray ( <b>\$10.00 ea</b> )			Water Line ( <b>\$10.00 ea</b> )		
Laundry Tub ( <b>\$10.00 ea</b> )					
Lavatory ( <b>\$10.00 ea</b> )					
Miscellaneous Equipment ( <b>\$ tbd</b> )					

I, the undersigned licensed Plumber/owner, submit this plumbing permit application to the Commissioner of Neighborhood and Business Development for issuance of a permit to perform plumbing work as described herein and in so doing acknowledge that all plumbing work will be performed in accordance with all applicable codes and regulations. I also certify that all work will be performed: (check one only)

- By me personally                     
  By an employee of my company

\_\_\_\_\_  
Signature of Licensed Plumber / Property Owner

\_\_\_\_\_  
Date

<b>FEE SUMMARY:</b> BASE FEE: \$80 _____ + SITE WORK FEE: _____ + PLUMBING WORK FEE _____ + PENALTY FEES: _____ = TOTAL PERMIT FEE: _____
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(Updated August, 2020)