



# SELF-SERVE PERMITTING INSTRUCTIONS

## RE-ROOFS

### HELPFUL INFORMATION:

- If a property is located within a preservation district, is a designated building of historic value or is a landmark, a Certificate of Appropriateness may be required from the Preservation Board.

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### MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed roof permit application (attached)
- ✓ Insurance Certificates (see attached)

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**HOW TO SUBMIT:** Your application and all documentation (checks and money orders made payable to “City Treasurer”) can be submitted by:

**HOW TO SUBMIT:** Your completed permit application package and fee (checks or money orders made payable to “City Treasurer”) can be submitted by:

- Email: [planreview@cityofrochester.gov](mailto:planreview@cityofrochester.gov) (online payment instructions will be sent)
- In person Monday, Wednesday, Friday 9am to 4pm
- **Closed to walk- ins Tuesdays and Thursdays**
- Drop box provided at City Hall A Building lobby
- Mail: Buildings and Zoning Permits  
30 Church Street, Room 121B  
Rochester, NY 14614

If you have any questions, please call 428-6526 for additional instructions. **Incomplete applications will be returned.** Thank you.





## RE-ROOF PERMIT APPLICATION

**\*If the property is located in a Preservation District, is a Landmark or a Designated Building of Historical Value do not complete this form. Instead you must contact Zoning staff at the Permit Counter, Room 121B or by calling 311.**

**\*AT THE TIME OF APPLICATION YOU MUST PROVIDE NYS WORKERS COMPENSATION OR WAIVER\*.**

PROPERTY ADDRESS: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

What is the existing roof material: \_\_\_\_\_ Will this material be removed? \_\_\_\_\_

What is new roof material? \_\_\_\_\_ Estimated cost of project? \_\_\_\_\_

**ANSWER ALL OF THE FOLLOWING:**

All water soaked roof coverings will be removed prior to installing new roof covering: Yes No

Any deteriorated sheathing will be replaced prior to installation of new roof covering: Yes No

Existing roof coverings consisting of wood shake or shingle, slate, clay, cement or Asbestos cement tile will be removed prior to installing new roof covering: Yes No

Existing roof coverings will be removed prior to installing new roof covering where the existing roof has two or more applications of any type of roof covering: Yes No

New roof covering, Ice barrier, Flashing and Valleys will be installed in accordance with the New York State Uniform Fire Prevention and Building Code: Yes No

If you answered "no" to any of the above questions you must submit the manufacturer's installation instructions and a detailed scope of work for additional review and approval.

I, the undersigned certify that all work will be performed in accordance with the Manufacturer's installation instructions and in compliance with the NYS Uniform Fire Prevention and Building Codes and understand that debris removal is the responsibility of the Owner/Contractor. The City of Rochester will not collect roofing debris placed at the street side.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# ROOFS and RE-ROOFS

## **Helpful Information:**

- A roof re-cover shall not be permitted where any of the following conditions exists:
  - The roof or roof covering is water soaked or has deteriorated to the point that the existing roof cover is not adequate as a base for additional roofing.
  - The existing roof covering is slate, clay, cement or asbestos-cement tile.
  - The existing roof has two or more applications of any type of roof covering.
- If a property is located within a preservation district, is a designated building of historic value or is a landmark, a Certificate of Appropriateness may be required from the Preservation Board.

## **WORKERS' COMPENSATION INSURANCE**

The State of New York requires that, prior to issuing any permits, the City of Rochester be provided with proof of Workers' Compensation Insurance coverage **or** provide proof of exemption from such coverage.

One of the following certificates must be provided by the applicant with each permit request:

- C105.2 or U-26.2 – Workers' Compensation Insurance (private carrier)  
(contractor with employees)
- CE-200 – Exemption Certificate  
(contractor with no employees)
- BP-1 – Affidavit of Exemption  
(owner occupied 1-4 family & owner is performing work)
- SI12 or GSI-105.2 – Self Insurance coverage

### Helpful Hints:

- To obtain a CE 200 Exemption
  - <https://www.businessexpress.ny.gov/>
  - Worker's Compensation Board location at 130 W. Main Street (verify if open by calling 1-877-632-4996)
- Certificates for building permits are job-specific and a separate certificate will be required for each building permit.
- NYS does NOT accept "ACORD" Certificates nor will they accept faxed copies.