



SELF-SERVE PERMITTING INSTRUCTIONS

WINDOW REPLACEMENT

HELPFUL INFORMATION:

- Property located in a Preservation District that is a Designated Building of Historic Value, or a Landmark, requires Zoning approval. Call the Zoning office at 428-7043 to check if your property meets any of the above criteria.
- Typically the Zoning Code does not allow a reduction in window size (transparency) if visible from the Right of Way (street or sidewalk)
- Typically, the NYS Building Code has minimum requirement of window sizes in residential uses for light and ventilation and possible egress.

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed permit application
- ✓ Description of size and location of all windows to be replaced
- ✓ Room dimensions of rooms where new windows are to be replaced
- ✓ Workers' Comp or waiver (information sheet attached)
- ✓ Fee based on cost of work to be performed (fee schedule attached)

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

- Email: planreview@cityofrochester.gov
- In person Monday, Wednesday, Friday 9am - 4pm only
- **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 questions, email: zoning@cityofrochester.gov or call (585) 428-7043 for additional instructions. **Incomplete application submissions will be returned.** Thank you.

