Other Considerations:

New Signs

Before putting up a new or changing an existing business sign, a new **Sign Permit** must be issued. Sign Permits are applied for at the City Hall Permit Office. Below are items you will need:

- Instrument Survey Map
- Measurement of the width of the storefront
- Drawing of sign that is drawn to scale
- Worker's Compensation Certificate or waiver
- Fee (permit fees vary in cost)

Tips

- Bringing pictures of the storefront are helpful.
- Be aware that "A" frame (sandwich board) signs and "Banner Blades" are not allowed.
- Solid roll down shutters/security grates are not permitted. Please call the zoning office for further information.

Helpful Numbers:

Permit Office:	(585) 428-6526
Zoning Information:	(585) 428-7043
Business Development:	(585) 428-6912

www.cityofrochester.gov/businesspermit

Neighborhood Service Center

Uplifting Our Neighborhoods

Questions? Call your local Neighborhood Service Center:

Normal operating hours for the NSCs are Monday through Friday, 8 am-5 pm

Calls to NSC Offices during off hours are taken by the City's 311 Call Center. NSC staff will follow-up on these calls on the following business day.

Northwest Quadrant
71 Parkway
Rochester, NY 14608
(585) 428-7620

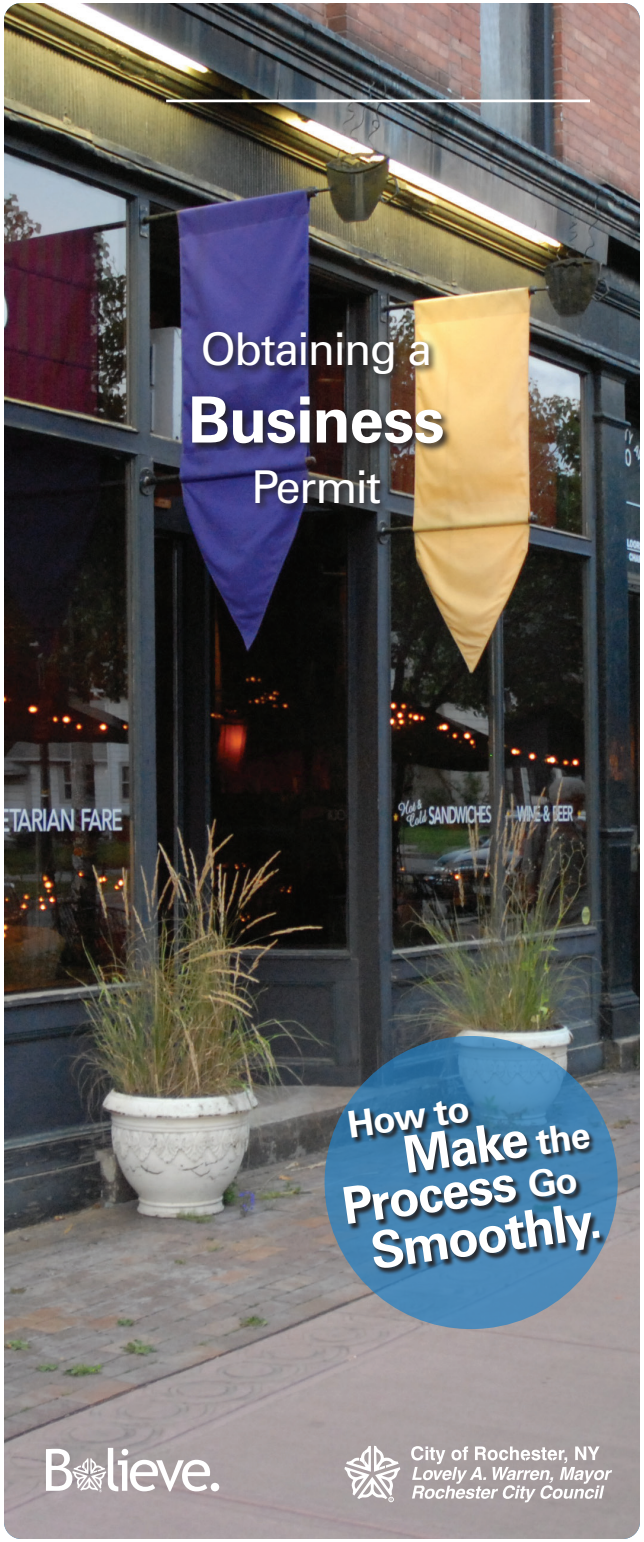
Northeast Quadrant
500 Norton St.
Rochester, NY 14621
(585) 428-7660

Southwest Quadrant
923 Genesee St.
Rochester, NY 14611
(585) 428-7630

Southeast Quadrant
320 N. Goodman St.
Rochester, NY 14607
(585) 428-7640

Believe.

City of Rochester, NY
Lovely A. Warren, Mayor
Rochester City Council



Obtaining a **Business** Permit

How to Make the Process Go Smoothly.

Believe.

City of Rochester, NY
Lovely A. Warren, Mayor
Rochester City Council

Who Needs a Business Permit?

The City of Rochester's Business Permit program is designed to ensure that City businesses are operated safely and legally.

The following types of businesses require a permit:

- Restaurants
- Smoking Goods Establishments
- Bars
- Automobile Service Facilities
- Salons (hairdresser, barber shop, appearance enhancement, tattoo parlor, body piercing)

The following businesses do not have to obtain a business permit: entertainment, amusement, take-out restaurants, second hand dealer, or pawn brokers, however they are required to obtain other City licenses.

Contact your Neighborhood Service Center with questions or concerns for requirements, or visit the City website at **www.cityofrochester.gov/businesspermit**

Applying for a New Business Permit:

- Complete the two page **application**, which may be obtained at your local **Neighborhood Service Center (NSC); Business and Housing Development, Room 005A, 30 Church Street; City Hall Permit Counter, Room 121B, 30 Church Street, Rochester, NY,** or online at **www.cityofrochester.gov/businesspermit**
- Bring the application to the Permit Counter for Building Code and Zoning Code approval and to pay the $25.00 non-refundable application fee.
- Once you have legal use approval, you will be given submission instructions on how to schedule an intake meeting with the appropriate NSC location.

Submitting your application:

At the appointment, you will need to provide the following:

- Photo ID (NYS driver's license or non-driver's license or US Passport) of all persons listed on your application (original or legible copy).
- All licenses required to operate your business (original or legible copy). This might include but not be limited to:
- Certificate of Authority
- NYS Liquor License
- Master Barber, cosmetology, appearance enhancement license
- NYS DMV license (for auto sales, auto repair, inspections station)
- Department of Health Food Preparation Certificate

YOU CANNOT OPERATE YOUR BUSINESS WITHOUT AN ISSUED BUSINESS PERMIT.

Processing:

- You will meet with the NSC Administrator or designee and formulate a Good Neighbor Agreement.
- A Property inspection may be required to determine compliance with all applicable codes.
- Record check with New York State will be made for any outstanding tax liability information.
- A criminal records check is conducted on all persons listed on your application.

There is a 30 day waiting period for permits to be processed, as long as all information and documents are submitted. If there is sufficient cause for concern on the part of the City about the operation of the business, the owner or the operator, the applicant may be offered a Conditional Business Permit ($300). The applicant will have the opportunity to respond.

Business Permits will be valid for one year, as long as there is no change in the type, location, owner, operator or partner in the business or if there is no other cause for the permit to be suspended or revoked.

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