



SELF-SERVE PERMITTING INSTRUCTIONS

ELECTRICAL SYSTEMS

Includes EV Charging Stations, Generators, Geothermal, and Energy Storage Systems

HELPFUL INFORMATION:

- Residential property – Zoning code regulates location of any exterior units
- Commercial property - roof and ground-mounted mechanical equipment must be screened from view.
- Placement must meet manufacturer's specifications.
- Stamped plans may be required.
- A licensed electrician must apply for a separate electrical permit

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Complete permit application (attached)
- ✓ For outside installation, an Instrument Survey map showing proposed placement may be required
- ✓ Manufacturer's specifications
- ✓ Insurance Certificates (see attached information sheet)

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: The Bureau of Buildings & Compliance
30 Church Street, Room 121B
Rochester, NY 14614

If you have questions, email: planreview@cityofrochester.gov or call (585) 428-6526 for additional instructions. **Incomplete application submissions will be returned.**
Thank you.





City of Rochester

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

The Bureau of
Buildings &
Compliance

BUILDING PERMIT APPLICATION and ZONING COMPLIANCE REQUEST

PROPERTY ADDRESS: _____

USE: ☐ RESIDENTIAL (1 or 2 Family) ☐ COMMERCIAL ☐ MIXED USE

APPLICANT INFORMATION:

YOUR NAME: _____ **YOUR PHONE NUMBER:** _____
(not a company name)

YOUR EMAIL ADDRESS: _____

YOUR MAILING ADDRESS: _____

PROPERTY OWNER:

☐ Check if same as applicant above

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

CONTRACTOR: (check if same as:)

☐ Owner ☐ Applicant (check both if applicable)

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

ARCHITECT: _____
OR ENGINEER

PERMIT REQUEST:

DESCRIPTION: _____

☐ ADDITION/NEW CONSTRUCTION ☐ INTERIOR RENOVATIONS ☐ EXTERIOR RENOVATIONS

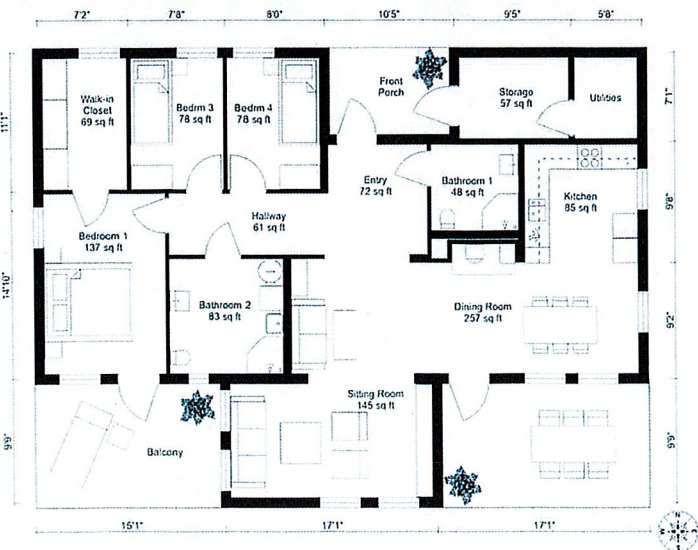
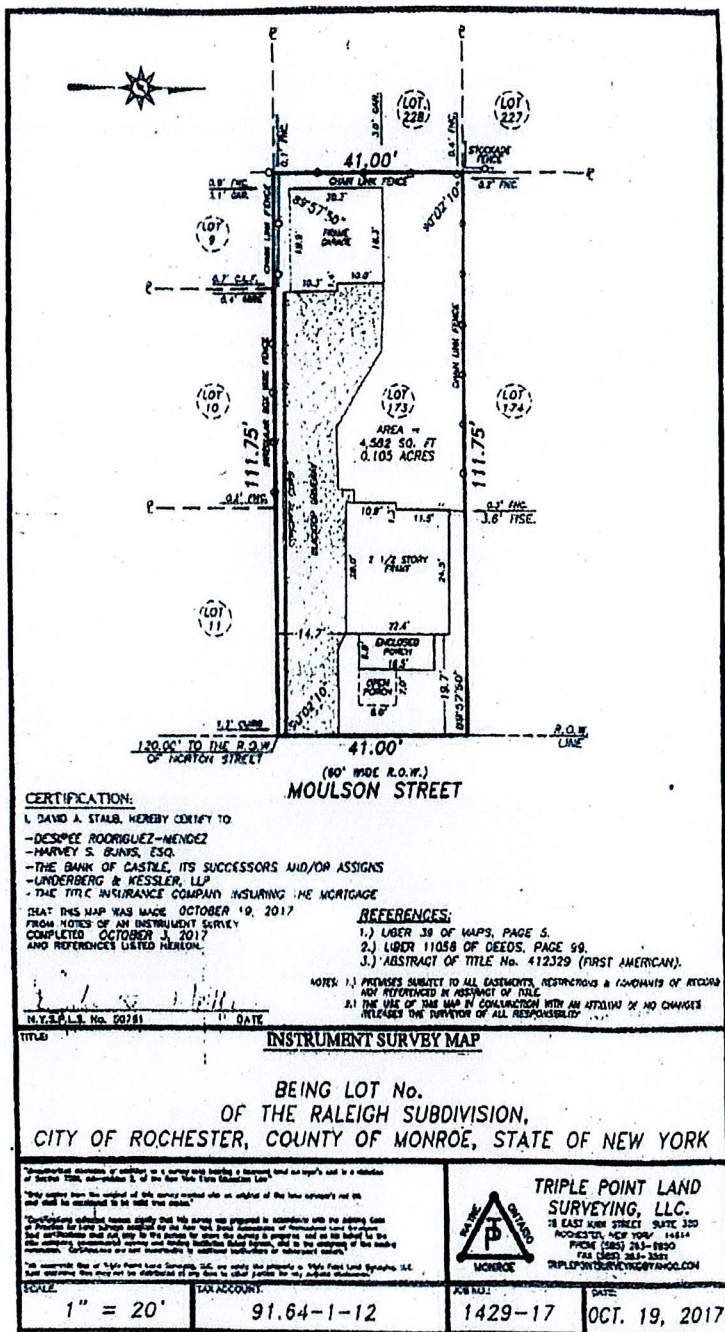
☐ CHANGE/ESTABLISH USE ☐ DECK ☐ POOL/HOT TUB ☐ SHED/GARAGE/CARPORT

☐ HVAC/MECHANICAL/ELECTRICAL SYSTEMS ☐ OTHER: _____

PROJECT COST ESTIMATE: (excluding plumbing & electrical) \$ _____

YOUR SIGNATURE: _____

DATE: _____



CITY of ROCHESTER PERMIT FEES

Building Demolition:

Detached accessory structure (SEQR Type II):	\$50
Wood frame building up to 3 stories in height:	\$150
Any other structure:	\$300

plus \$135 for
each full 5,000 s.f.
of building floor
area

Installation of exterior paved area or parking lot: \$100

Installation, alteration, repair, or removal of a flammable liquid storage facility:

Per tank	\$100
Per pump	\$80

Wood-burning stove, solid fuel device, fireplace insert, gas fireplace: \$100

Deck:

< = 144 square feet	\$75
> = 144 square feet	\$100
> = 400 square feet	\$150

Swimming pool (Hot tub): \$50

Other structures such as tents, amusement devices, temporary classrooms or construction trailers: \$100

Fence: \$50

Unlicensed Vehicle: \$25

PROJECT COST		FEE	PROJECT COST		FEE
\$0	\$ 2,000	\$50	\$30,000	\$32,000	\$350
2,001	4,000	70	32,001	34,000	370
4,001	6,000	90	34,001	36,000	390
6,001	8,000	110	36,001	38,000	410
8,001	10,000	130	38,001	40,000	430
10,001	12,000	150	40,001	42,000	450
12,001	14,000	170	42,001	44,000	470
14,001	16,000	190	44,001	46,000	490
16,001	18,000	210	46,001	48,000	510
18,001	20,000	230	48,001	50,000	530
20,001	22,000	250	50,001	52,000	550
22,001	24,000	270	52,001	54,000	570
24,001	26,000	290	54,001	56,000	590
26,001	28,000	310	56,001	58,000	610
28,001	30,000	330	58,001	60,000	630

FORMULAS

\$ 60,000 to 100,000	.009 x Cost + 150 = Fee
\$ 100,001 to 500,000	.007 x Cost + 375 = Fee
\$ 500,001 to 1,000,000	.005 x Cost + 1,475 = Fee
\$ 1,000,001 and over	.003 x Cost + 3,675 = Fee

INSURANCE CERTIFICATES INFORMATION

As required by NYS, the following **Insurance Certificates** must be provided by the applicant with each permit request ('ACORD' certificates are **not** accepted):

- Certificate of Workers' Compensation Insurance (C-105.2, U-26.3, or SI-12/SIG-105.2 (self-insured))

AND

- Certificate of NYS Disability and Paid Family Leave Benefits Insurance (DB-120.1, or DB-155 (self-insured))

OR

- Certificate of Attestation of Exemption (CE-200)
 - Homeowners or Contractors with no employees
 - <https://www.buinessexpress.ny.gov/> (Top Requests)

Helpful Hints:

- To obtain a CE 200 Exemption
 - <https://www.buinessexpress.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.