



(Jul 2026)

DECONVERSION (Removing Dwelling Unit)

HELPFUL INFORMATION:

- Floor plans are required to verify that the de-converted unit has been integrated into a legal dwelling unit with unimpeded access throughout the legal unit.
- Removal of the appurtenances that previously supported the discontinued dwelling unit (e.g. kitchen, utility meters) is required and will be confirmed through inspection.
- Any plumbing or electrical work requires a separate permit by a licensed contractor.
- For building permit fees: <https://www.cityofrochester.gov/departments/neighborhood-and-business-development/building-permit-fees> .

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Completed permit application (attached)
- ✓ Floor Plan drawn to scale showing how the discontinued unit will be incorporated into a legal dwelling unit (sample attached)
- ✓ Photographs showing existing conditions and appurtenances to be removed
- ✓ Completed Certificate of Occupancy (C of O) application (attached)
- ✓ Workers' Comp or Waiver (information sheet attached)

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

- Email: zoning@cityofrochester.gov (online payment instructions will be sent)
- Permit Counter: Monday, Wednesday, Friday 9am - 4pm
- Drop box provided at City Hall A Building lobby
- Mail: The Bureau of Zoning & Permitting
30 Church Street, Room 121B
Rochester, NY 14614

If you have questions, email: zoning@cityofrochester.gov or call (585) 428-7043.
Incomplete applications will not be accepted. Thank you.





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: _____

SAMPLE RESIDENTIAL FLOOR PLAN

- MUST BE DRAWN TO SCALE
- MUST INCLUDE ALL DIMENSIONS OF: ROOMS, DOORS AND WINDOWS
- MUST LABEL USE OF EACH ROOM





City of Rochester, New York
The Bureau of Buildings & Compliance
Room 028B, 30 Church Street
Rochester, New York 14614
www.cityofrochester.gov

Certificate of Occupancy Application (Office Use Only)

Case No. _____ Legal Use _____
C of O No. _____ Permit No. _____
Inspect Date: _____ CZC No. _____

1. BUILDING INFORMATION:

Address: _____ Garage (# of cars) _____ Attached or Detached (circle)

Is the property vacant: ☐ Yes ☐ No If yes, date vacancy began: _____

2. APPLICANT INFORMATION: ☐ Owner ☐ Tenant ☐ Agent

The applicant acknowledges that the information contained in this application is true to the best of their knowledge:

Applicant name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

3. BUILDING OWNER'S REGISTRY REQUIRED * : (required per §90-20 of the City Code)

a. PROPERTY OWNER:

☐ Check if same as applicant above

Name: _____

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

Zip: _____ Phone: _____

b. PROPERTY MAINTENANCE CONTACT: (check if same as:)

☐ Owner ☐ Applicant (check both if applicable)

Name: _____
(Must be an actual person)

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

Zip: _____ Phone: _____

* Failure to provide the above information will result in a violation per §90-20 of the City Code.

4. INSPECTION CONSENT: (must check one)

☐ I, _____, am the owner/agent of the above referenced property. I have retained legal custody and control over the property to have it inspected. I do agree and consent to allow the City to inspect the property in its entirety as part of the City requirement for a Certificate of Occupancy. Inspection permission includes the initial inspection, any and all necessary reinspection and audit inspections until such time as a Certificate of Occupancy is issued.

☐ I do not consent to have my property inspected by the City of Rochester and I understand that the City of Rochester may make an application for an administrative inspection warrant which may cause a delay in processing the application for a Certificate of Occupancy.

5. APPLICANT SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

CAUSE: ☐ New ☐ Alteration ☐ Change Use ☐ Transfer ☐ Reoccupation ☐ Renewal ☐ Partial _____

Posting Occupancy: _____ Construction Type: _____ # of Stories: _____ Sprinkler System: Yes ☐ No ☐

Final C of O shall read: _____

_____ BLDG. CODE APPROVAL: _____

ZONING APPROVAL: _____ Date: _____

List any conditions of zoning approval which shall be stated on the final C of O:

FEE: _____ If Paid By: _____

PENALTY FEE APPLIES AFTER DATE ABOVE

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)
- SI12 or GSI-105.2 – Self Insurance coverage

Helpful Hints:

- To obtain a CE 200 Exemption
 - <https://www.buinessexpress.ny.gov/>
 - Workers' 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.