



(Mar 2026)

LEGAL USE VERIFICATION LETTER

HELPFUL INFORMATION:

- The City will issue a Certificate of Zoning Compliance (CZC) to verify legal use.
- A legal use CZC will include: zoning district, legal use of the property, and state if there are any open zoning violations.
- The cost is \$50.00 per parcel (lot).
- Certificates of Occupancy may be requested via CofO@cityofrochester.gov
- Any other information about a property must be requested by a FOIL request through the Law Department: <https://www.cityofrochester.gov/foil/>.

MINIMUM SUBMISSION REQUIREMENTS:

- Completed application (attached)
- Submit along with the \$50 fee per parcel (checks or money orders made payable to "City Treasurer")

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.





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
Zoning & Permitting

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: _____