



City of Rochester

Neighborhood and Business Development
City Hall Room 125B, 30 Church Street
Rochester, New York 14614-1290
www.cityofrochester.gov

Bureau of Buildings
and Zoning

SELF-SERVE PERMITTING INSTRUCTIONS

DEMOLITIONS

HELPFUL INFORMATION:

- Certain demolition requests require Zoning approval.
- An Environmental Assessment review is also required as part of any demolition request (other than minor accessory structures).
- The owner's signature is required for demolition requests.
- Resultant vacant lots must be graded, seeded and posted to prohibit access
- The Demolition Unit (Contract Services) can be reached at (585) 428-6963

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ See attached application for "Checklist for a Demolition Permit" submission requirements
- ✓ Fee (listed on application). Checks or money orders made payable to "City Treasurer". .

HOW TO SUBMIT:

You are able to submit it to us in any of the following ways:

- Email your permit package, including all required documents to:
planreview@cityofrochester.gov line payment instructions will be sent)
- Use the drop box provided at City Hall, Room 121B.
- Mail to us at: Buildings and Zoning Permits
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 applications will be returned.** Thank you.





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BUILDING PERMIT APPLICATION and ZONING INFORMATION REQUEST

(All applicable sections must be completed before submitting this form)

General property information:

ADDRESS YOU ARE HERE ABOUT: 20 Windsor St

PROPERTY OWNER OR AGENT'S PHONE NUMBER: 585-288-8790

Applicant information:

YOUR NAME: Chris West YOUR PHONE NUMBER: 585-288-8790
(not a company name)

YOUR MAILING ADDRESS: 37 Richmond St

CITY: Rochester STATE: NY ZIP: 14607

YOUR EMAIL ADDRESS chris@westconstructionroc.com

What is your request? (why are you here?)

DESCRIPTION: Perform interior/exterior demolition. This work is required to expose structural elements to allow for interior

and exterior space planing and explore facade issues related to an open citation by COR.

If applicable, the following must be completed for all Building Permit Requests:

- COST ESTIMATE: (excluding plumbing & electrical) \$ 72,000
- ARCHITECT: Rozzi Architects 585-756-5040
OR ENGINEER (NAME) (PHONE)
- CONTRACTOR: West Construction 585-288-8790
(NAME) (PHONE)

YOUR SIGNATURE: DATE: 10/12/22



Checklist for a Demolition Permit

	Office Use
1. Building Permit application – requires a Zoning Code review (CZC) & Environmental Assessment Form (EAF).	<input type="checkbox"/>
2. Building Permit Fee as follows:	<input type="checkbox"/>
• Demolition of Accessory Building - \$50	
• Demolition of Frame Bldg. up to 3 Stories - \$150	
• Demolition of Other Structures - \$300 + 135/5,000sq ft	
Please note: For demolition work after 5:00 PM on Weekdays/Weekends, an additional fee equal to the demo fee shall be charged.	
3. DES Water abandonment permit and obstruction permit (you may contact the City's Water Bureau at (585)428-7500 for permit fee) – coordinated with the City's Water Bureau.	<input type="checkbox"/>
4. Site plan of the property.	<input type="checkbox"/>
5. Photo of structure(s) and sidewalks in right-of-way.	<input type="checkbox"/>
6. Copy of a Pre-Demolition Asbestos Survey performed in accordance with the requirements set forth in the NYS Department of Labor Industrial Code Rule 56.	<input type="checkbox"/>
7. Copy of the Asbestos Project Notification to NYS Department of Labor and the Environmental Protection Agency by the licensed asbestos contractor who is performing the asbestos abatement.	<input type="checkbox"/>
8. Letter of Completion by the licensed abatement contractor who completed the work. Letter must clearly state that they completed the asbestos abatement identified in the survey and performed the abatement per all applicable federal, state and local laws and regulations. Contractor to include their asbestos license number in their completion letter.	<input type="checkbox"/>
9. Asbestos clearance letter from a licensed, third-party firm verifying the air clearance results and a visual verification that asbestos containing materials identified in the asbestos survey have been removed.	<input type="checkbox"/>
10. Condemnation Letter – prepared by a NYS licensed design professional (when applicable).	<input type="checkbox"/>
11. Building material disposal plan – shall include a designated landfill and who will be transporting the building material.	<input type="checkbox"/>
12. Rodent Control – Proof that all rodents at the property have been exterminated.	<input type="checkbox"/>
13. Performance Guaranty – Shall be in the amount equal to 100% of the demolition contract price. Performance guaranty can be in the form of a performance bond, certified or cashier's check or irrevocable letter of credit.	<input type="checkbox"/>

14. Insurance Requirements - In each policy of insurance except insurance for Workers' Compensation and Disability Insurance, the City of Rochester shall be named as an additional insured for liability.

- **Comprehensive General Liability** - Contractor's Comprehensive General Liability Insurance issued to the contractor and covering the liability for damages imposed by law upon the contractor with respect to all work performed by him under the within agreement. The coverage shall be written on an occurrence form utilizing ISO coverage form CG 00 01 12 07 or its equivalent. The comprehensive general liability policy shall furnish limits of not less than:

Bodily Injury and Property Damage

Limit \$1,000,000 each occurrence

Products/Completed Operations Limit

\$2,000,000 aggregate

Personal Injury and Advertising Injury Limit

\$1,000,000 each person or Organization

General Aggregate

\$2,000,000 applicable on a per project basis

- **Pollution Liability** - If the asbestos has been abated this insurance is not needed.

However, if the property is going to be demolished with asbestos in place this insurance is needed.

Contractor's Pollution Liability. Issued to the Contractor covering all operations with limits not less than:

\$1,000,000 per loss

\$2,000,000 annual aggregate

- **Worker's Compensation** - A policy covering the operations of the Contractor in accordance with the provisions of Chapter 41 of the Laws of 1914, as amended, known as the Workers' Compensation Law. The policy shall be endorsed to provide 30 days prior written notice of cancellation or non-renewal and Waiver of Subrogation in favor of the City of Rochester. A copy of these endorsements shall be included with the Certificate of Insurance.

- **Disability Insurance** - A policy covering the operations of the contractor in accordance with the provisions of Article 9 of the Workers' Compensation Law, known as the Disability Benefits Law (Chapter 600 of the Laws of 1949) and amendments thereto.

A pre-demolition inspection is required once the permit has been issued and the contractor is ready to begin the demolition. The contractor needs to contact Contract Services at (585)428-6963 at least 24 hours in advance.

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)
- BP-1 – Affidavit of Exemption
(owner occupied 1-4 family & owner is performing work)
- SI12 or GSI-105.2 – Self Insurance coverage

Helpful Hints:

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