Congratulations. Your improvements will help to make Rochester a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Building and Zoning staff during business hours at **City Hall, 30 Church St., Room 121B,** or reach them at **585-428-6526**.

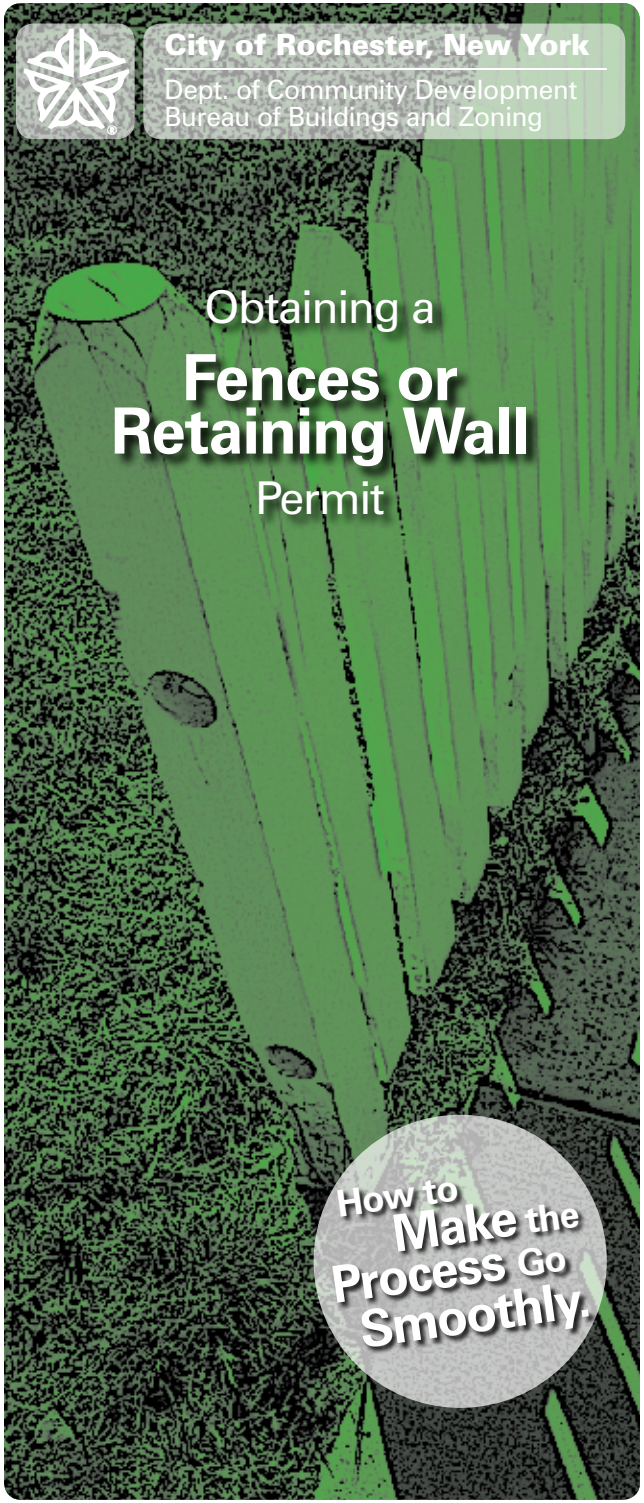
Julio Vázquez Sr
Commissioner of
Community Development

one city ROCHESTER

Robert J. Duffy, Mayor
City of Rochester, NY

City of Rochester
Department of Community Development
Bureau of Buildings and Zoning
City Hall, Room 121B
30 Church Street
Rochester, New York 14614

City of Rochester, New York
Dept. of Community Development
Bureau of Buildings and Zoning



Obtaining a Fences or Retaining Wall Permit

How to Make the Process Go Smoothly.

1 Apply for a Permit:

• Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.

- Provide a project description including size and location of the fence.
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office.

2 Follow Through with Application Requirements:

• Ensure that all necessary inspections are performed for retaining walls.

- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

3 Supply Additional Submissions:

• You must include two (2) copies each of an Instrument Survey Map of the property if applicable.

- Retaining walls higher than two (2) ft. require stamped plans by a licensed professional.

4 Pay the Required Fees:

The fee for a fence permit is $50.00.

• The fee for a wall permit is based on the contractor's written cost estimate including labor and materials. Typical permit fees according to the cost estimate are:

Cost Estimate	Permit Fee
$0 – 2,000	$50.00
$2,001 – 4,000	$70.00
$4,001 – 6,000	$90.00
$6,001 – 8,000	$110.00
$8,001 – 10,000	$130.00
$10,001 – 12,000	$150.00
$12,001 – 14,000	$170.00
$14,001 – 16,000	$190.00
$16,001 – 18,000	$210.00
$18,001 – 20,000	$230.00

If cost estimate is greater than $20,000, please call **428-6526** for permit fee and other possible requirements.

Helpful Information:

- For properties located in residential districts, no chain link or solid fencing and the maximum allowable height for fences in front yards is three (3) ft. Greater restrictions apply to front yards of corner parcels. Maximum height for side and rear yards is six (6) ft.
- The height of the fence is measured from grade level.
- If property is commercially developed, call **428-7043** for height requirements and other limitations.
- Barbed, electrified or razor wire is not allowed on residential fences. Barbed wire only may be allowed on commercial or industrial use fences with special approval by the Manager of Plan Review and Building Inspections.
- Gates can not swing over the right of way or across lot lines.
- The front lot line of the property may not be at the sidewalk.
- The "good" side of the fence must face outwards.
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call **428-7043** for more information.
- Call **428-6561** with any questions regarding retaining walls and fences used as pool enclosures.
- The City's TTY number is **428-7600**.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

Department of Community Development
Bureau of Buildings and Zoning
City of Rochester Permit Office
City Hall, 30 Church St., Room 121B
Rochester, New York 14614

9:00 am – 4:45 pm

Questions? Call 311

www.cityofrochester.gov

11805-0408G pd