

DECKS / PORCHES

Checklist for Deck and/or Porch Permits:

1. Application for permit must be filled out. Please make sure Question #5, "Describe in Detail", is properly filled in.
2. A copy of your property survey must be attached to the application, with the project amendments drawn on the survey sheet (can be hand drawn).
3. Include plans and specifications showing how the deck/porch is to be constructed, showing the size and location of posts, beams, joists, decking and railings (top and side views).
4. The Building Specifications Sheet must be filled out.
5. The owner or contractor is responsible for contacting the underground utilities *before any type of excavating is started*. Please call 1-800-962-7962 two (2) working days before you dig.
6. If the homeowner is doing the project, an affidavit form must be filled out and notarized (both can be done at the Village Clerk's Office). If a contractor is doing the work, they must submit a *current* Insurance Certificate (Workman's Comp & Liability).

Inspection/Final Inspection Requirements:

Please call the Codes Enforcement Office @ (315) 635-2481 each time you have completed the following stages of construction:

- When: Holes are dug 42" deep and before any cement is poured.
- When: the framing is completed.
- When: the electrical and/or insulation is completed (if applicable).
- When: the construction is completed and all other certificates have been issued.

Deck/Porch Permit Fees: \$25.00 up to 1st \$1000.00
\$5.00 per \$1000.00 after that.