



VILLAGE OF BALDWINSVILLE

Codes Enforcement Office



16 West Genesee Street

BALDWINSVILLE, NY 13027

Phone # (315) 635-2481 ~ Fax # (315) 635-9231

DECK / PORCH PERMIT CHECKLIST

- ▶ Application for permit must be filled out. Please give a detailed description of the project in the space provided.
- ▶ A copy of your current property survey must be attached to the application, with the project amendments drawn on the survey sheet (can be hand drawn).
- ▶ 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).
- ▶ 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.
- ▶ 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 *current* Insurance Certificates (Workman's Comp & Liability) listing the Village of Baldwinsville as additionally insured and certificate holder.
- ▶ Deck/Porch Permit Fees: \$75.00 up to 1st \$1000.00
 \$ 8.00 per \$1000.00 after

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 (after mechanicals completed)*
- *When: insulation is completed (if applicable).*
- *When: the construction is completed and all other certificates have been issued.*

Please retain this sheet for your reference