



DECK / PORCH PERMIT CHECKLIST

- ▶ Application for permit must be filled out. Please give a detailed description and total cost of the project in the spaces 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, depth of footings, beams, joists, decking and railings (top and side views).
- ▶ The owner or contractor is responsible for contacting Dig Safe NY at **811** at least 2 working days *before* any type of excavating is started.
- ▶ If the homeowner is doing the project, a copy of your homeowner's insurance declaration page must be submitted, and a workers' compensation exemption affidavit form must be filled out and notarized (can be done at the Village Clerk's Office). If a contractor is doing the work, they must submit current insurance certificates and/or exemption for Workers' Comp & Liability.
- ▶ Building Permit Cost:

\$75.00 up to 1 st \$1000.00 of project cost
+ \$ 8.00 per \$1000.00 over.

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 concrete is poured.*
- *When: The framing is completed (after mechanicals/electrical/plumbing 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