



## VILLAGE OF NEW PALTZ

### *Building Department*

25 PLATTEKILL AVE.  
NEW PALTZ, NEW YORK 12561  
TELEPHONE: (845) 255-3055  
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#### **DECK / OPEN PORCH, ENCLOSED UN-HEATED PORCH PERMIT INFORMATION PACKAGE**

##### **Applicable Codes: NYS Residential Code & Building Code**

1. **CONSTRUCTION DRAWINGS- 2 options are available to you:** Option 1: Two (2) drawings of the proposed deck or porch wet stamped and signed by a NYS design professional. Option 2: Two (2) drawings submitted without a design professional stamp, if you use the ICC Prescriptive Residential Deck construction Guide found at the following link: <http://www.awc.org/Publications/DCA/DCA6/DCA6-09.pdf> However, **YOU** must review the New York State Residential Code and meet any and all requirements that may differ and be specific to NYS Codes.

**Consult and provide manufacturer's span tables for lumber species and types not found in the guide and provide all load calculations that correspond to the design.**

Drawings for either option must meet industry standards for architectural drawings and include: a complete top view and a side section view, showing all structural members, their size, spacing, grade and species. Include stair, platform details, fastening methods, spacing between supports and all elevations. Show footing placement, size, depth, and reinforcement. Minimum depth of the footings is to be no less than 48".

2. **LOCATION PLAN-** A location plan or stamped survey of the property showing the location of the deck on the house and indicating the proper setbacks from the property lines in conformance with The Village of New Paltz Zoning Ordinance. Show water and sewer lines. See attached sample.

3. **WORKERS' COMPENSATION** – Proof of insurance must be submitted from the contractor and/or homeowner at the time of the application.

- Contractors **MUST** submit Certificate of Workers Compensation (not acceptable on Accord forms) or Affidavit in lieu thereof--signed and stamped by Workers Compensation Board.

Insurance with the State Insurance fund must submit form U26.3

With Private Insurance must submit form C-105.2

Self insured must submit form SI-12 or GSI-105.2

OR Waiver form No C-105.21

Exempt from Worker's compensation must submit for CE-200

- Homeowners doing their own projects **MUST** fill out form BP-1 (included in packet) and have notarized.

4. If contractor is applicant, the contractor **MUST** provide consent from the homeowner authorizing him to file for Building Permit.

5. **All applications MUST be complete before review by a Code Enforcement Officer.**

##### **Required inspections**

Pre-inspection

Footing inspection-at least 24hrs BEFORE pouring

Framing inspection, including attachment to the structure

Final inspection

NYS Codes are available online at --- <http://publiccodes.cyberregs.com/st/ny/st/index.htm> (Available as a link on the NYS DOS Codes Division website also)

**LOCATION PLAN**

Application/Permit #

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**VILLAGE OF NEW PALTZ, NY**

APPLICANT (owner of premises): \_\_\_\_\_  
LOCATION OF PROPOSED WORK: \_\_\_\_\_

TAX GRID NUMBER

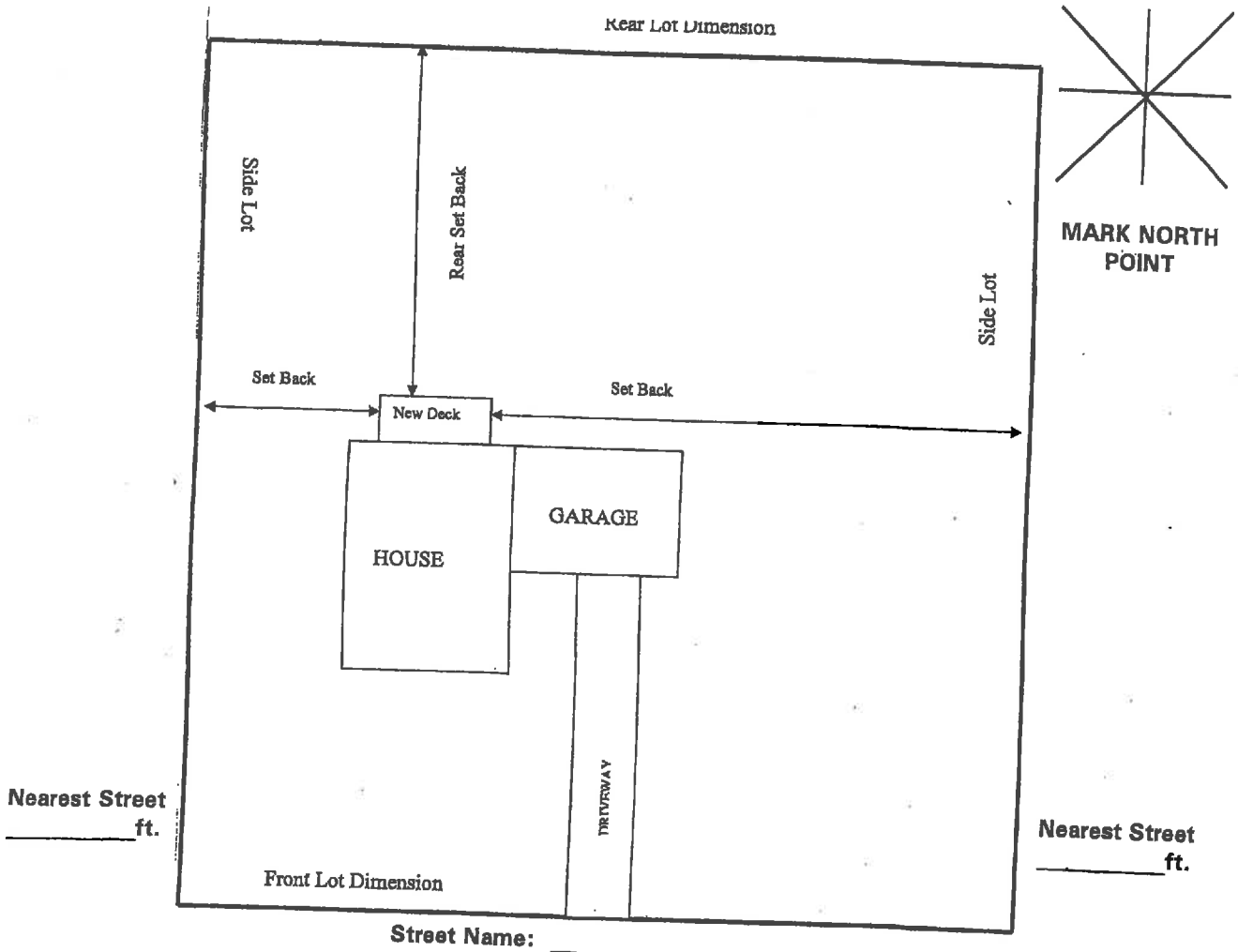
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INTERIOR LOT: \_\_\_\_\_

CORNER LOT: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

**A SITE PLAN OR PLOT PLAN NOTING ALL SITE FEATURES MAY BE SUBSTITUTED FOR THIS FORM**



**IMPORTANT NOTE:**  
The applicant is responsible for accuracy in dimensions shown above.  
**INDICATE LOCATION OF WATER AND SEWER LINES  
AND THE DISTANCE OF EACH FROM STRUCTURE**

Signature (Owner, Builder, Agent) \_\_\_\_\_

Date \_\_\_\_\_