

**Village of Ellenville
Department of Public Safety
Building and Zoning Division**

81 North Main Street
Ellenville, New York 12428
Phone: 845-647-7080 ext. 23, Fax: 845-647-7171

RESIDENTIAL DECK PERMIT CHECKLIST

- Building Permit Application**
- Worker's Compensation Statement**
- 3 Copies of this Completed Checklist Signed by the Applicant or the Licensed Design Professional**
- Three (3) Sets of Building Plans**

The drawings must include a plan of the deck configuration showing the location of all stairs and railings, a section from the foundation to the top of rail, and specifications of all material to be used.

The following must be included on your drawings for a permit to build, replace, or extend a deck. Show as a minimum, the following items:

- Overall dimensions: length, width, and height above the ground.
 - Handrails: 34" to 38" above the nosing of the treads.
 - Guardrails - 36" minimum height. NOTE: Handrails and guardrails must have intermediate rails or an ornamental pattern such that a sphere 4 inches in diameter cannot pass through.
 - Stair details including Rise and run.
 - Footing or foundation support.
 - Size and spacing of floor joists.
 - Size and spacing of beams and posts.
 - Type, size and species of beams, posts, and floor joists.
 - Type, size and species of decking material.
 - Provide detail for method of attachment to existing structures.
 - Provisions for lateral bracing.
- Three (3) Copies of Current Plot Plan sealed by surveyor or engineer, identifying all Existing and Proposed Improvements.**

The following must be included on the plot plan for all improvements.

- Show all dimensions of all property lines.
- Identify scale used.
- North direction identified.
- Easements for utilities including overhead.
- Name of all adjacent roads and driveway location.
- Vehicle parking areas identified.
- Section, Block, and Lot.
- Property owner's name.
- All existing structures (including pools) shown and labeled as to their use and the distance from the proposed structure and property lines.
- Distance from the proposed structure to ALL property lines and to the centerline of all adjacent roads.
- Location of any stream, lake or body of water within 100 feet of the property line.
- State or Federal designated wetlands.

**NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE
WORK SITE IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE
VILLAGE OF ELLENVILLE.**

Residential Deck Permit Checklist

Architect's or Engineer's seal and signature is required when;

- A spa is to be supported by the deck
- The Deck has a roof or other overhead structure
- Joists are cantilevered more than 1'-6"
- The deck will be more than 6'-0" above the adjoining grade

Checklist completed by:

(Print or type name here)

(Title)

(Signature)

(Date)

(Do not write below this line - for official use only)

_____ **Application/Permit Number**

Accepted

Denied

Checklist Reviewed by:

(Print or type name here)

(Title)

(Signature)

(Date)

SCHEDULE OF REQUIRED INSPECTIONS

- Excavation for footings prior to concrete placement
- Footings and piers prior to framing
- Framing
- Railings and stairs
- Final for Certificate of Completion