



# Town of Philipstown

Code Enforcement Office  
238 Main Street, PO Box 155  
Cold Spring, NY 10516

Office (845) 265- 5202 Fax (845) 265-2687

## DECK AND PORCH

### BUILDING PERMIT PACKAGE

#### Residential Buildings

1. **BUILDING/ZONING PERMIT APPLICATION** - The applications must be filled out in sufficient detail and signed by the owner of the property or by an authorized agent/contractor with the submission of the **AGENT AUTHORIZATION FORM** other legal instrument authorizing the applicant to sign and obtain the Building Permit.
2. **CONSTRUCTION DRAWINGS** - Submit two (2) drawings of the proposed deck or porch. A top view and side section view showing all structural members from the footing to the top of handrail or roof. Show stairs construction/geometry and platforms with handrail/guardrail details. Refer to the Prescriptive Residential Wood Deck Construction Guide. Minimum depth of the footing shall be 42". See presumptive soil bearing value for Town of Philipstown.
3. **SITE PLAN** - A plan or survey of the property showing the location of the deck on the house, indicating the setbacks from the property line in conformance with Town of Philipstown Zoning Law. Show well and well line and septic tank, sewer line and fields.
4. **PUTNAM COUNTY LICENSED CONTRACTORS & SUBCONTRACTOR FORM** and copy of the license to be submitted with the building permit and signed by the Putnam County Licensed Home Improvement Contractor, Plumbing, Mechanical, LP Gas and/or Electrical Contractor. Multiple forms from each licensed contractor can be submitted for convenience.
5. **WORKERS' COMPENSATION and EMPLOYEE LIABILITY** – Proof of insurance must be submitted from the contractor at the time of application. **ACORD FORMS** are not acceptable as proof of insurance.
  - Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1.
  - Contractor with Private Insurance must submit form C-105.2 and DB-120.1.
  - Contractor who is self insured must submit form SI-12 or GSI-105.2 and DB-155.
  - Contractors who are exempt from Workers' Compensation must submit form CE-200.
  - An owner applying for the permit who occupies the residence may submit form BP-1 affidavit.

# CHECKLIST FOR DECK PLANS

## Site Plan

- ☐ Street address and/or legal description shown
- ☐ North arrow shown
- ☐ Plan drawn to useable scale and scale used shown
- ☐ Size/location of existing buildings, easements and buffers
- ☐ All lot dimensions and pin locations shown
- ☐ Location and size of proposed deck shown
- ☐ Distance to all lot lines from existing buildings and proposed deck

## Construction Plans

- ☐ Plans drawn to useable scale
- ☐ Scale indicated on plan
- ☐ Plan neat and legible

## Elevation (This could be illustrated on section drawings)

- ☐ Show side and front view of deck in relation to grade and dwelling
- ☐ Include railing height and design

## Framing Plan

- ☐ Floor joist size and spacing including species and grade
- ☐ Orientation of floor joists
- ☐ Cantilever of joists
- ☐ Bearing points for all joists
- ☐ Size and location of all beams including species and grade
- ☐ Cantilever of beams
- ☐ Size and location of ledger board including species and grade
- ☐ Size and location of all columns including species and grade
- ☐ Location of stairs
- ☐ Changes in elevation of deck floors or landings
- ☐ Unusual framing issues such as cantilevers of the dwelling floor

## Footings (This information may be included on section or framing plans)

- ☐ Footing depth and design
- ☐ Footing width at base consistent with load for each footing location.

## Section(s)

- ☐ Section view(s) from bottom of footing to top of guard to show railing details; floor framing orientation; joist/beam orientation and bearing; column locations; connections; footing design, size, and depth; and height of deck floor above grade.

## Details

- ☐ Flashing at the ledger
- ☐ Joist bearing/hangers
- ☐ Ledger connection (Caution for dwelling floor cantilevers)
- ☐ Fasteners/connectors consistent with lumber and decking used
- ☐ Column/beam connection
- ☐ Column/footing connection
- ☐ Type of decking and orientation (Caution for 5/4 or composite decking for spans more than 16" o.c. or installed diagonally)
- ☐ Research report required for decking other than wood
- ☐ Stair stringer connection
- ☐ Lateral bracing (if required)

## Stairs

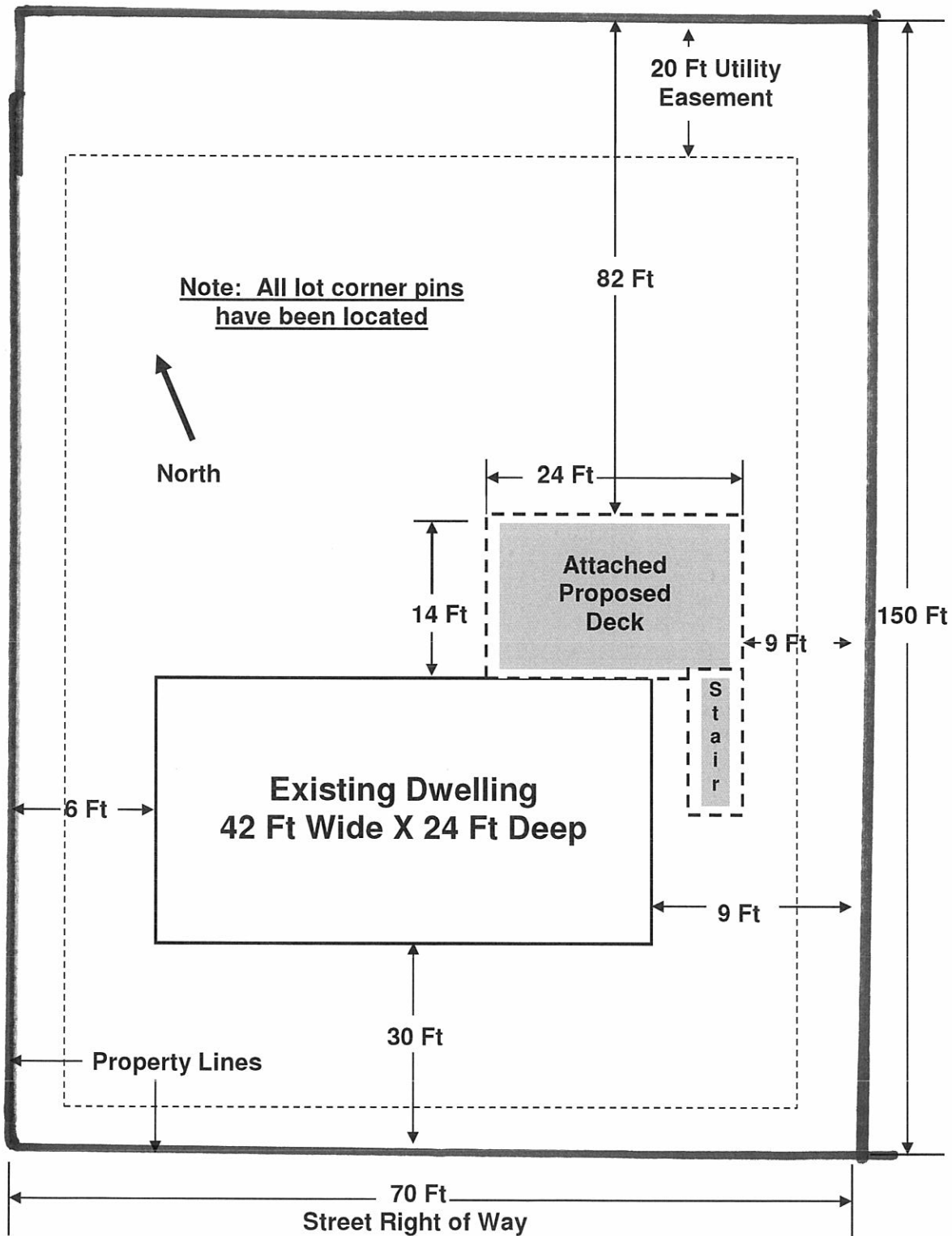
- ☐ Width of stairs
- ☐ Rise/run w/tolerance shown
- ☐ Number and size of stringers
- ☐ Open riser design
- ☐ Type and size of tread consistent with stringer spacing (Caution for decking use)
- ☐ Connection method for treads to stringers
- ☐ Handrails shown for stairs with 4 or more risers
- ☐ Handrail height shown on plan
- ☐ Handrail profile detailed
- ☐ Landing at bottom of stair

## Guards

- ☐ Guard height and opening dimensions
- ☐ Guard design/materials
- ☐ Guard attachment

Date: \_\_\_\_\_

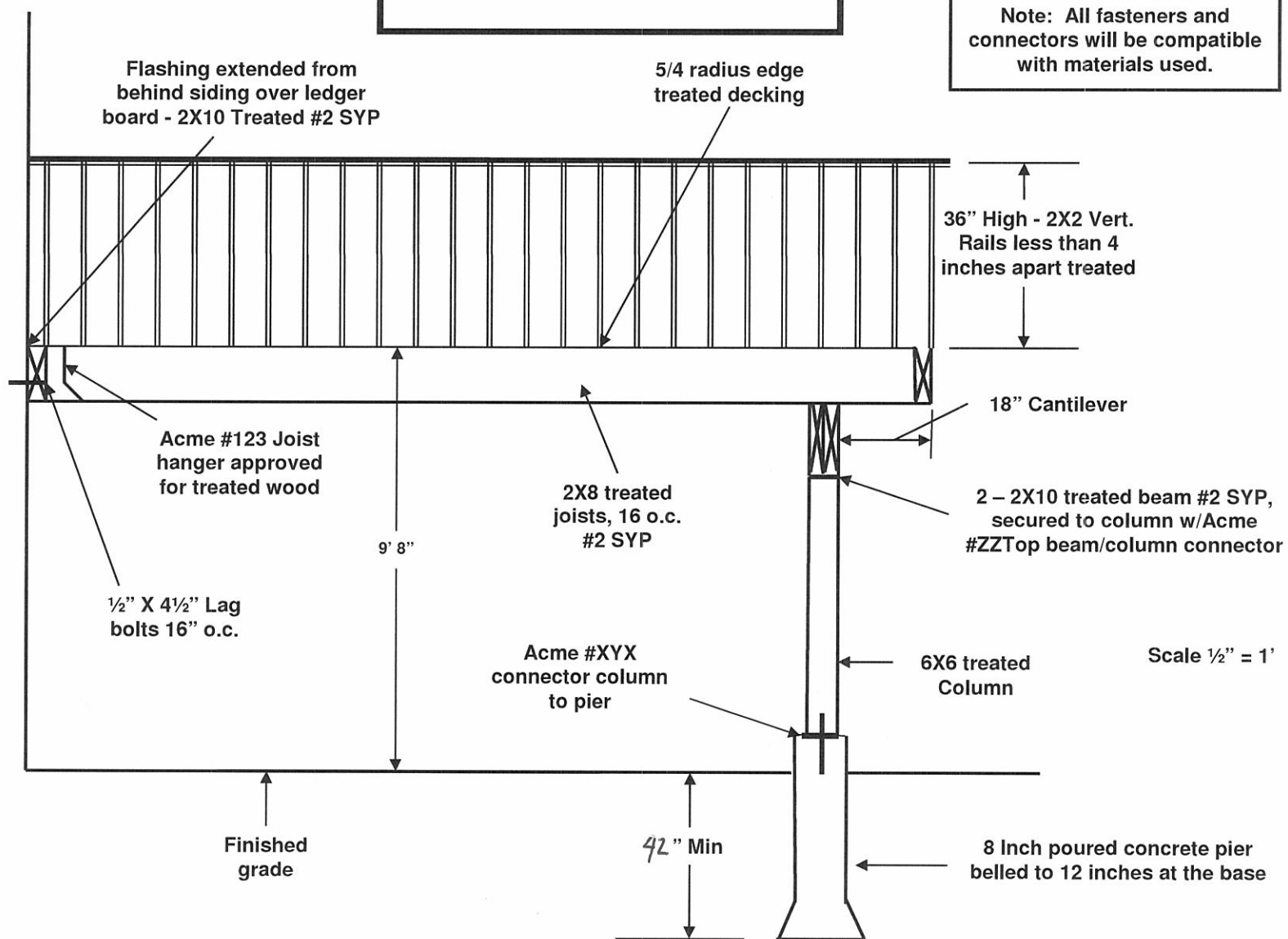
Job Address: \_\_\_\_\_



1910 SW 3<sup>rd</sup> Ave

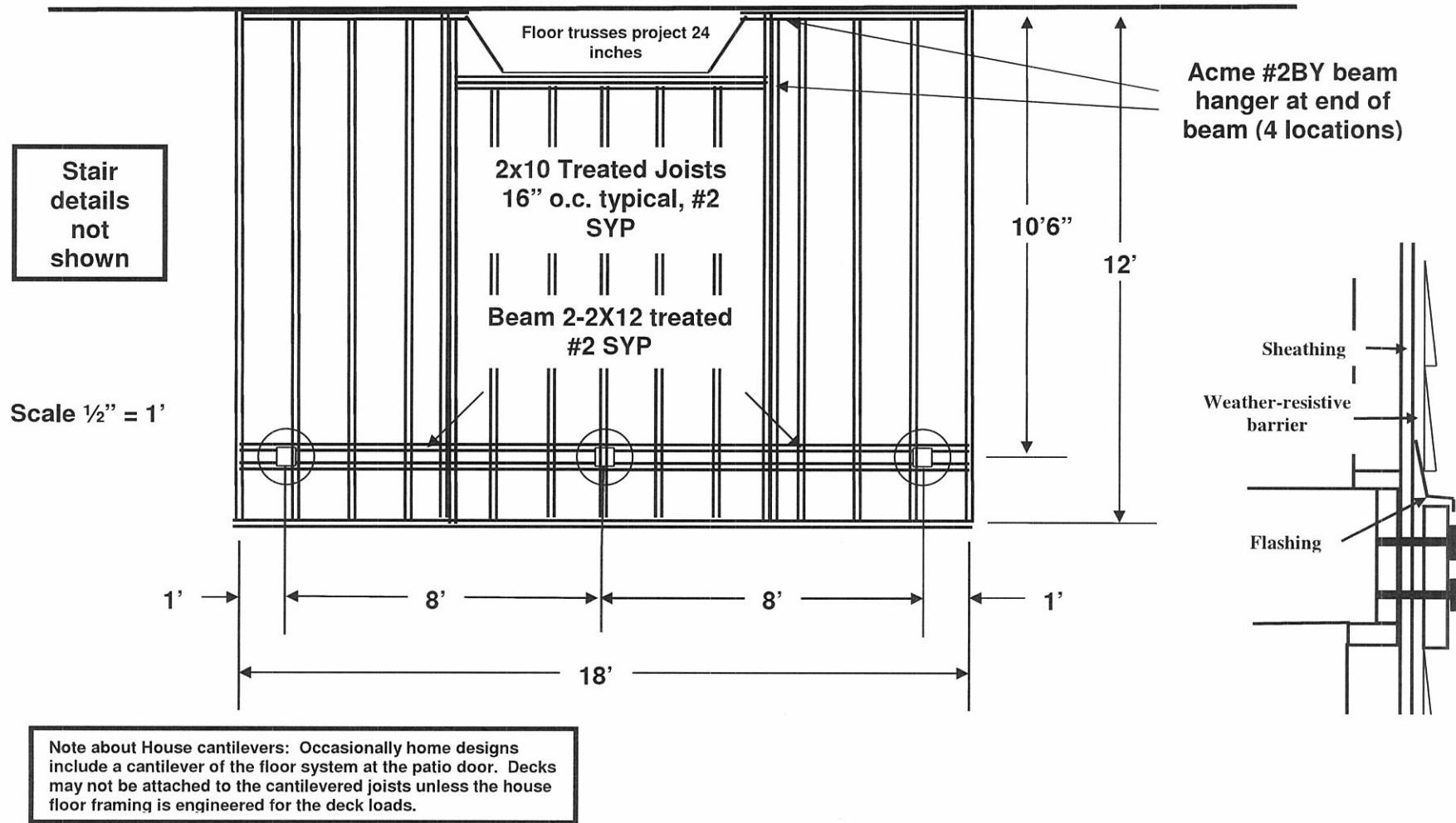
TYPICAL SITE PLAN

## TYPICAL DECK CROSS SECTION

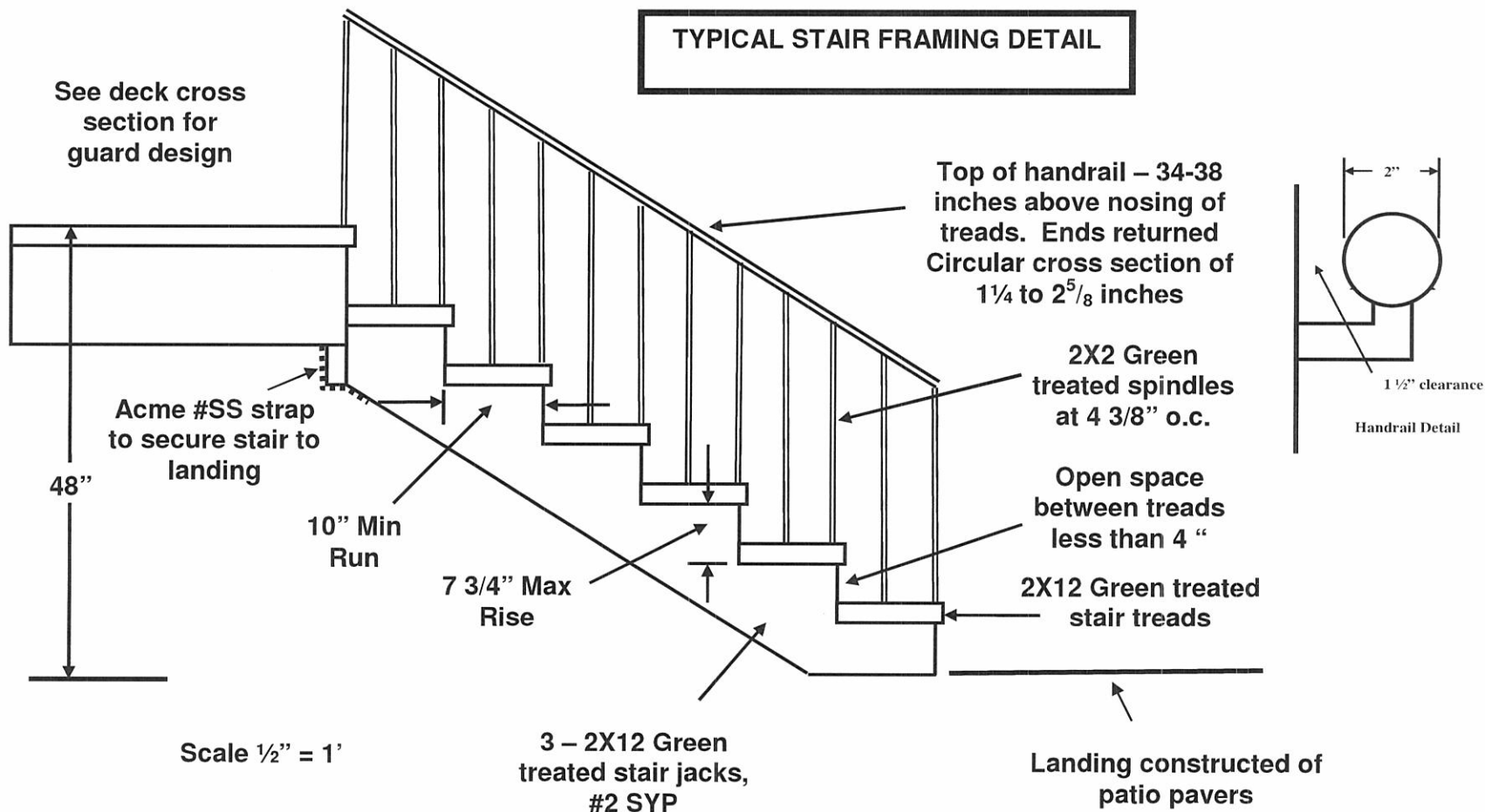


**WARNING: THIS IS AN ILLUSTRATION ONLY. IT IS INTENDED TO SHOW SOME OF THE INFORMATION THAT SHOULD BE INCLUDED ON YOUR DECK PLANS. IT IS NOT INTENDED TO SHOW COMPLIANCE WITH ANY CODES THAT MAY APPLY. CHANGES IN THE HEIGHT AND SIZE OF A DECK WILL CAUSE VARIATIONS IN CODE REQUIREMENTS.**

# TYPICAL DECK FLOOR FRAMING PLAN, BEAM LOCATION, AND FOOTING LAYOUT



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