

Town of Glenville Building Dept.  
18 Glenridge Road, Glenville, NY 12302  
Phone: (518) 688-1200 ext. 8  
Fax: (518) 384-0140  
[www.townofglenville.org](http://www.townofglenville.org)



Date Received: \_\_\_\_\_  
Fees: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Date Denied: \_\_\_\_\_  
Authorized by: \_\_\_\_\_

## Building Permit Application Deck ~~ Porch ~~ Stairs

\*\*\*Refer to supplement for code requirements\*\*\*

Site Address: \_\_\_\_\_

(Must Be Completed)

### Property

Owner's Name: \_\_\_\_\_

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

\_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Must Be Completed)

### Contractor's

Name: \_\_\_\_\_

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

\_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*Workers Comp, Disability & Liability Certs. of Ins.  
MUST be submitted with this application\*\***

Work applied for (Circle One):      Deck      Porch      Stairs

Attached to dwelling: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Freestanding – not attached to dwelling: \_\_\_\_\_ Dimensions: \_\_\_\_\_

Swimming Pool/Spa Deck: \_\_\_\_\_ Dimensions: \_\_\_\_\_

**NOTE:** All decks associated with a swimming pool must meet NYS Building Code barrier requirements – see swimming pool packet for those requirements.)

**Construction Data: \*\*\*A detailed plot plan & construction plans MUST be submitted with this application\*\*\*  
\*\*\*See supplemental requirements for additional information\*\*\***

Size and depth of footings \_\_\_\_\_ Type of footing forms \_\_\_\_\_

Size and spacing of posts \_\_\_\_\_ Size and spacing of beams \_\_\_\_\_

Size and spacing of joists \_\_\_\_\_ Height of deck from grade \_\_\_\_\_

Please list all other existing structures and size (square footage):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICANT'S CERTIFICATION:

- I certify that all construction plans and all other information submitted as part of this permit application is accurate.

**SIGNATURE OF PROPERTY OWNER:** \_\_\_\_\_

(Contractor/Builder's signature accepted with a copy of the signed agreement with the property owner)

**ESTIMATED VALUE OF ALL WORK (labor & materials) \$** \_\_\_\_\_

## TOWN OF GLENVILLE

18 Glenridge Road, Glenville, New York 12302

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### DECK / PORCH / STAIRS – SUBMITTAL REQUIREMENTS

- The following list of items are to be provided in order to apply for a building permit.
- A materials list is not a substitute for construction plans
- Additional information or materials may be required by the Building Inspector.

#### **Important Note for decks adjoining a swimming pool:**

All decks that adjoin a swimming pool must comply with the NYS barrier requirements as outlined in our Swimming Pool Requirements – please refer to the Swimming Pool application packet for the required code requirements.

#### **1) Completed permit application:**

#### **2) Insurance Information: See Insurance Requirements Packet for more information**

- A) Contractors must provide liability, workers comp. and disability insurance or an approved waiver.
- B) Homeowners of an owner-occupied residence, performing their own work or acting as their own general contractor may submit for BP-1.

#### **3) Plot plan required identifying all of the following items: (see sample plot plan for reference)**

- A) All property lot lines. (this is not the road pavement)
- B) Location and dimensions of all existing structures on property (sheds, pools, decks, etc)
- C) Dimensions and location of the proposed deck.
- D) Setbacks of proposed deck to property lines, other structures and septic system
  - a) Decks must be a minimum of 10' from your septic system.
  - b) Decks must be a minimum of 10' from side and rear property lines.
  - c) Decks are not permitted in any front yard.

#### **4) Construction drawings: (cross section) must be provided. (not a materials list)**

- A) **\*\* NOTE:** a materials list is not an adequate substitution for detailed plans. **Lack of construction drawings being submitted may result in a delay of the application review.**
- B) **Footing details** – size, depth and type
  - a) Footings must be at least 48" deep, 8" in diameter. Deck footings are subject to frost heave. Deeper footings may help prevent frost heave. 8" diameter footings may be inadequate for future alterations/additions. Widen base of footings accordingly.
- C) **Post details** - size and spacing
  - a) Posts must be anchored to prevent movement.
- D) **Lumber** – species being used. Southern pine will be assumed if not provided.

**E) Beam details – size and spacing**

- a) Beam end joints and splices must be made over posts. Beams bolted to posts must have at least two (2) 1/2" bolts per post. Stagger bolts on post.

**F) Joist details - size and spacing**

**G) Floor boards – size and type**

**H) Guardrail details - height and design**

- a) Decks more than 30" off grade require a 36" minimum high guardrail, built so that a 4" object cannot pass through.

**I) Landing, stair and handrail detail – number of risers; tread and riser measurements.**

- a) Landings (minimum 36" deep) are required outside all doorways and at top and bottom of stairs. Landings may be a maximum 8-1/4" below the door threshold to prevent ice and snow accumulation during winter.
- b) Stairs must be at least 36" wide. Handrails may project into stairs a maximum of 4.5" each side. The maximum rise on the stairs is 8-1/4". All risers must be equal. The minimum width for treads with open risers is 9". If risers are closed, treads must have 1-1/8" nosings.
- c) Handrails are required on at least one side of stairs with four (4) or more risers. Handrails must be 34"-38" above the tread nosing. Stairs to decks more than 30" off the grade require guards on all open sides, built so that a 4" object cannot pass through. Openings in risers must also be less than 4".

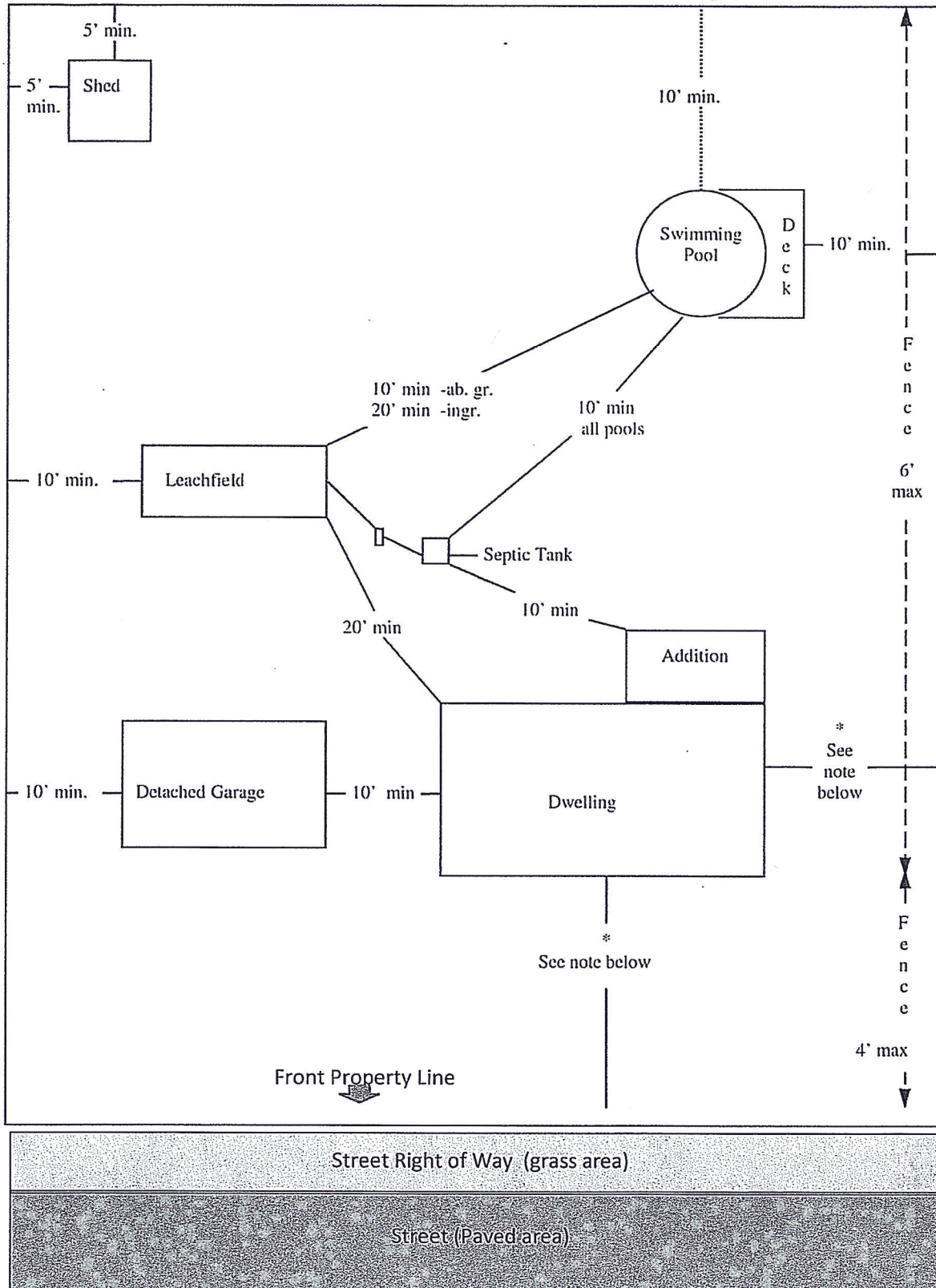
**J) Connection(s) to existing structure**

- a) Decks off cantilevered houses require deck joists to either be run to the bearing wall or be supported independently. The rim joist on cantilevers will not support a deck.
- b) Deck ledger boards must be bolted to the house. Flash the ledger plate against the house or space the ledger plate away from the house to prevent snow, ice, and rain from getting behind siding. Caulk all projections into siding.
- c) Joist hangers are required wherever joists do not have at least 1-1/2" of bearing. Joist hangers must be proper size (i.e. 2x8 joists require 2x8 joist hangers). Joist hangers must be fully nailed with one nail per hole as designed.

**5) Additional information**

- A) All wooden members of decks exposed to the weather must be treated or rot resistant.
- B) Required Inspections: Piers before concrete. Framing. Final.
- C) The Contractor and Homeowner are responsible to contact Dig Safely New York at 1-800-962-7962 or 811 to locate utilities prior to digging.  
This is a general guide to code compliance.

Sample Plot Plan - Lot dimensions must be provided



\* Setback varies according to zoning district.

Revised 2/2015