



22 Main Street, Ste. 3, Scottsville, NY 14546
585-889-6050 phone 585-889-2505 fax
www.scottsvillenyny.org

BUILDING PERMIT REQUIREMENTS FOR DECKS

1. Submit two copies of a tape location or instrument survey map of the property indicating the proposed location, distance to property lot lines and any overhead wires.
2. Submit two copies of a detailed construction drawing showing a **cross section** (see page 2) and the **top view** (see page 3) with footing depth, connection at house, and deck height above grade. Indicate the size of joists and the distance between beams and house. Indicate size of beams and distance between posts. Provide a detail of proposed guardrails, handrails and stairs. Include an overview showing overall measurements, beams and posts. Approved flashing is required at all points of attachment to the house.
3. Please add the property address to all paperwork submitted.
4. Provide an estimated cost of construction.
5. If construction is being done by a contractor, they must have **General Liability, Workers' Compensation and Disability Benefits** insurance on file with the Village of Scottsville before a permit can be issued. Please call the Code Enforcement Officer with any questions.
6. Check with the Code Enforcement Officer for the required setbacks for the property.
7. Plan review is done by our staff prior to issuing a building permit. After receiving the above information, this review is done in a timely manner. During busy times, the review of a minor project could take up to five business days. We always try to expedite the review, but planning ahead helps us all.
8. At least 24 hours notice is required for inspections. Required inspections are noted on the building permit.
9. Footers must be 42 inches deep and must be inspected before concrete is placed.
10. A Certificate of Compliance (final inspection) is required on all deck permits. **It is the responsibility of the homeowner** to assure that a final inspection has passed and a **Certificate of Compliance has been issued**.
11. Permit Fee: \$.15 per square foot with a \$25 minimum charge.