

TOWN OF CORTLANDT

DEPARTMENT OF TECHNICAL SERVICES

Code Enforcement Division
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Residential Deck Permit Information

- Building permit application
- Two copies of Completed construction documents signed and sealed by a New York Licensed Design Professional (Architect or Engineer)
- Copy of survey to scale sealed by surveyor or engineer
- Two (2) 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 the rail, and specifications of all materials to be used.
 - The following must be included on your drawings for a permit to build, replace, or extension of a deck. Show as a minimum, the following items:
 - Overall dimensions: length, width and height above the ground
 - Handrail details
 - Guardrail details
 - 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 beam, posts, floor joists and decking material
 - Provide detail for method of attachment to existing structure
 - Provisions for lateral bracing.
- Two (2) copies of current Site Plan
 - The following must be included on the Site Plan for all improvements:
 - Show all dimensions of all property lines
 - Identify scale used
 - Easements for utilities including overhead
 - Exiting sanitary system components and clearances.
 - All existing improvements and structures (including pools) shown and labeled as to their use and the distance from proposed structure and property lines.

It is noted the information above is not necessarily a complete list of items or information required to demonstrate compliance. It is the Licensed Design Professionals responsibility to indicate with sufficient clarity and detail the nature and extent of the work proposed and substantiate that the proposed work will comply with the Uniform Code and the Energy Code.

NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE.