



**TOWN OF DAY**  
Building Dept., 1650 North Shore Rd., Hadley NY 12835  
PHONE 518-5696-3789 ext. 0  
email: Codes@townofday.com

## APPLICATION FOR DECK PERMIT

1. **APPLICATION MUST BE FILLED OUT COMPLETELY.** All information and signatures are required.
2. The deck permit fee of **\$100.00 plus \$.16/sf** must accompany application.
3. Inspections will be required once permit is issued. See permit card for list of required inspections.

### LOCATION INFORMATION

JOB SITE ADDRESS \_\_\_\_\_ TAX MAP ID# \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ COST OF WORK \$ \_\_\_\_\_

ARCHITECTURAL PLANS  YES  NO

IS JOB SITE IN A FLOOD PLAIN?  YES  NO

### PROPERTY OWNER INFORMATION

CID# \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

\_\_\_\_\_  
OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### APPLICANT INFORMATION

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### CONTRACTOR INFORMATION

CID # \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

\_\_\_\_\_  
CONTRACTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### FOR STAFF USE ONLY:

FILE # \_\_\_\_\_ DATE APPLIED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

APPLICATION # \_\_\_\_\_ PERMIT # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

PAID \$ \_\_\_\_\_ INSURANCE \_\_\_\_\_

## SPECIFICATIONS & MATERIALS LIST

GENERAL	SIZE	MATERIAL	SPECIFICATIONS	OTHER
FOOTINGS				
FRAMING:				
POSTS				
BEAMS				
JOISTS				
LEDGER				
FLASHING				
DECKING				
STAIRS				
FINISH WORK	SIZE	MATERIAL	UNDERLAY	OTHER
LANDINGS				
HANDRAILS				
GUARDS				
MISCELLANEOUS	SIZE	MATERIAL	OTHER	

## DECK PLANS REQUIREMENTS FOR PERMIT

The Town of Day does not require signed/stamped plans for all decks applications. We do, however, require that a minimum amount of information be provided about the components.

The information that we require is as follows:

**Footings:** Size, Spacing, Material Type, Depth Below Grade (48"min.)

**Posts:** Size, Spacing, Material Type, Attachment to Footing

**Beams:** Size, Spacing, Material Type, Nailing/Bolt Pattern, Attachment to Posts

**Joists:** Size, Spacing, Material Type, Nailing/Bolt Pattern, Attachment to Beams & Ledger

**Ledger:** Size, Material Type, Nailing/Bolt Pattern, Attachment to House, Approved Flashing

**Decking:** Size, Material Type, Attachment to Joists

**Landings:** Size (36" min. direction of travel, width not less than stairway or door served)

**Stairs:** Base/Footing, Stringer Size, Tread Size (9"min.) & Riser Size (8.25"max.), Nosing, Material Type

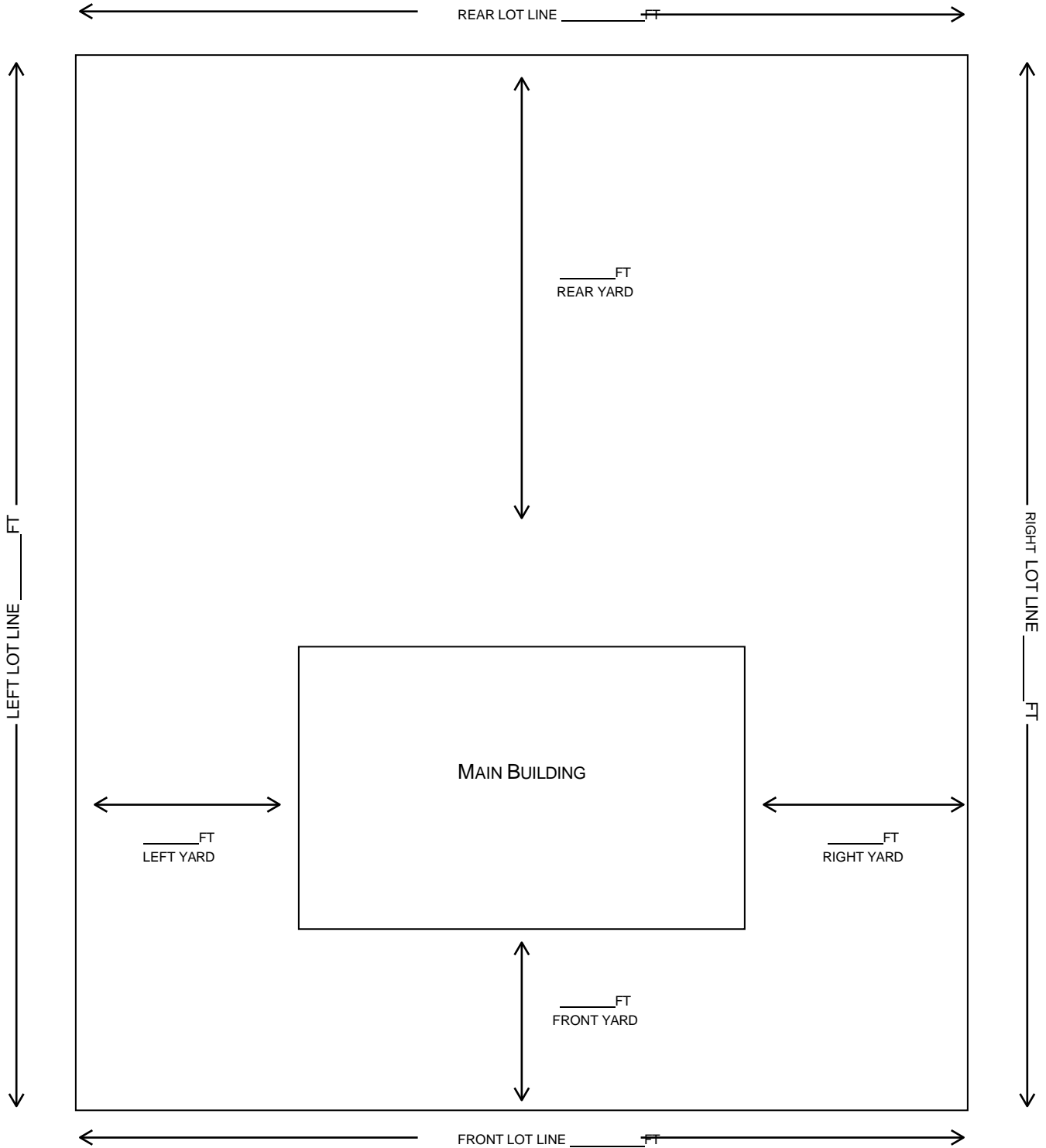
**Oneside Handrails:** Height (34"min.,38"max.), Continuity, Return/Terminate Ends, Size, Grip Size(Type I or II), Material Type

**Guards:** Material Type, Height(36"min.), Opening Limitations(<4" Between or Below Balusters/Openings, <6" Triangular Opening Below Stair Guard)

**Attachments:** All Connection Plates, Bolts, Nails, etc. to be Hot-Dip Galvanized or Stainless Steel  
Additional information may be required by the reviewing inspector as deemed necessary.

# PLOT PLAN AND LOCATION INFORMATION

Locate deck, main building (including additions), any accessory structures, swimming pool, etc. Give all yard dimensions.



## FEE CALCULATION

1. BASE FEE - \$100.00 PER DECK  
 CALCULATION BY SQUARE FOOTAGE = \$.16 / SQ. FT. X \_\_\_\_\_ = \_\_\_\_\_  
AREA IN SQ. FT.

*Total Fee Amount:* \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE PROVIDED:**

1. Insurance requirements:
  - a. For general contractors: a Certificate of Insurance on an ACCORD form with Commercial General Liability Insurance of One Million Dollars (\$1,000,000) per occurrence aggregate naming the Town of Day as an Additional Insured and Certificate Holder;
  - b. For homeowners acting in the capacity of a general contractor: see Homeowners Insurance Requirements.
  - c. All those acting in the capacity of a general contractor must provide proof of NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance or a waiver of same as determined by the NYS Workers Compensation Board.
2. Detailed drawings must accompany application (see requirements on previous page). The Town of Day reserves the right to request the drawings be signed and stamped by a NYS licensed architect or engineer.
3. The attached plot plan must be filled out completely. Include a survey (if available), showing deck location on main building, location of main building (including and additions), any accessory structures, swimming pools, etc. and all yard dimensions.
4. Complete the attached Zoning Compliance Chart.

**HOLD HARMLESS:**

**THE INDIVIDUAL FILING THIS APPLICATION, TO THE FULLEST EXTENT PROVIDED BY LAW, SHALL INDEMNIFY AND SAVE HARMLESS THE TOWN OF DAY, ITS AGENTS AND EMPLOYEES (HEREINAFTER REFERRED TO AS "TOWN"), FROM AND AGAINST ALL CLAIMS, DAMAGES, LOSSES AND EXPENSE (INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES), ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK COVERED BY THIS BUILDING PERMIT APPLICATION, SUSTAINED BY ANY PERSON OR PERSONS, PROVIDED THAT ANY SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS ATTRIBUTABLE TO BODILY INJURY, SICKNESS, DISEASE, OR DEATH, OR TO INJURY TO OR DESTRUCTION OF PROPERTY CAUSED BY THE TORTIOUS ACT OR NEGLIGENT ACT OR OMISSION OF APPLICANT, ITS CONTRACTOR OR ITS EMPLOYEES OR ANYONE FOR WHOM THE CONTRACTOR IS LEGALLY LIABLE OR SUBCONTRACTORS. \_\_\_\_\_(INITIAL)**