

BUILDING PERMIT APPLICATION INSTRUCTIONS

Town of Carroll, Chautauqua County, New York 14738

DECKS AND PORCHES

The instructions outlined below will assist you in properly completing the Building Permit application for the construction of accessory structures such as barns, sheds & garages that do not contain utilities. The building permit process involves the review of two sets of regulations: The Town of Carroll Zoning Ordinance and the New York State Uniform Fire Prevention and Building Code. All the required information is necessary to adequately determine compliance with these regulations. No work is to be commenced until a building permit has been issued. Please follow the instructions below:

PERMIT REQUIREMENTS

To obtain a building permit, the following information is required to be submitted for review:

- Completed permit application.
- Complete set of plans. See attached sheets for what is required.
- Proof of Workers' Compensation Insurance and Disability Insurance or proof of exemption from these requirements must be submitted by all parties requesting a Building Permit. Proof can be provided by the following:
 - Individuals living in an owner-occupied residence that is less than 4 families that are eligible for an exemption from having to obtain a NYS Workers' Compensation Insurance policy, must complete Form BP-1, Affidavit of Exemption. This form must be notarized.
 - Contractors or Businesses with Workers' Compensation and Disability Insurance need to furnish a copy of Form C-105.2 or U-26.3 for Workers' Compensation Insurance and Form DB-120-1 for Disability Benefits Insurance. Self-Insureds need to furnish a copy of Form SI-12 for Workers' Compensation and Form DB-155 for Disability Benefits. Group Self-Insureds need to furnish a copy of Form GSI-105.2 for Workers' Compensation.
 - Contractors, businesses and property owners other than those eligible for the BP-1 form, that are legally exempt from Workers' Compensation and/or Disability should complete Workers' Compensation Board Form WC/DB-100 or WC/DB-101. Complete these forms and return them to the NYS WCB as directed, and return the stamped copy to Inspection Services when you apply for your Building Permit. You cannot apply for a permit without the NYS WCB stamped copy of this form.
 - The forms listed above may be obtained by contacting the local Workers' Compensation Board or the Town of Carroll Code Enforcement Office.
- A copy of Liability Insurance Certificate.
- A plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, easements, and giving a detailed description of the layout of the property must be drawn on the diagram which is part of this application. This is not only necessary to determine compliance with the Town Zoning regulations, but also to provide information with respect to Fire Safety provisions of the Building Code.
- Costs for the work described in the Application for Building Permit shall include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of the land.

APPLICATION INSTRUCTIONS

- Complete all applicable information on the Application for Building Permit.
- Return the completed application, plans, and other forms to the Town Clerk's office or mail to:

Town of Carroll
Code Enforcement Officer
P.O. Box 497
Frewsburg, NY 14738

- Once the application has been received by the Code Enforcement Officer, it will be reviewed within 5 business days. If approved, the Code Enforcement Officer will issue your building permit and you will be notified immediately. You may pick up your building permit placard at the Town Clerk's office. At that time you may pay the appropriate building permit fee. Make checks payable to the Town of Carroll. If the application is not approved, you will be notified in writing as to why it was not approved. If you still wish to pursue the application, you may apply for a variance from the Zoning Board of Appeals.
- Once you have received your approved building permit and approved plans, you may begin construction. The following steps must be followed throughout the construction process:
 - The building permit placard **MUST** be displayed in a conspicuous location on the building site until construction is complete and a Certificate of Occupancy is issued. The approved plans must also be kept on the premises at all times and must be available for inspection throughout the progress of the work.
 - Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be charged predicated on the extent of the variation from the original plans.
 - No building shall be occupied or used in whole or in part for any purpose whatever until a Certificate of Occupancy has been granted by the Code Enforcement Officer.
- Periodic inspections are required throughout the progress of the work. Please contact the Code Enforcement Officer **AT LEAST 2 DAYS IN ADVANCE** to schedule an inspection.
 - All footings and foundations must be inspected before and after completion, before backfilling and with all anchor bolts in place. (Footings must be at least 42 inches below the finished grade line, which is considered the normal frost line.)
 - Final inspection when all work is completed is required. Any new construction will require a Certificate of Occupancy inspection, and the issuance of a Certificate of Completion before the building is occupied in whole or in part.

FINAL INSPECTION

Once the building is complete and the electrical inspection has been completed, you are ready to schedule your final inspection for a Certificate of Completion. Call the Code Enforcement Officer at (716) 569-5365 to make an appointment.

STATE BUILDING CODE REQUIREMENTS

1. Deck plans must show the following:
 - a. Size and depth of footing
 - b. Type of footing forms
 - c. Size and spacing of posts
 - d. Type of lumber
 - e. Size of beams
 - f. Size and spacing of joists
 - g. Type of floor boards
 - h. Height of deck off ground
 - i. Height and design of guardrail
 - j. Size of deck
 - k. Distance to property lines
 - l. Stair detail (if applicable)
 - m. Detail of connection(s) to existing structure (if applicable)
 - n. Plans should be on either 8-1/2 x 11 or 11 x 17 paper
2. Footings must be at least 42" 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 porches. Widen base of footings accordingly.
3. Posts must be anchored to prevent movement.
4. 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.
5. 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.
6. 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.
7. Joist hangers are required wherever joists do not have at least 1-1/2" of bearing.
8. 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.
9. Decks more than 30" off grade require a 36" minimum high guardrail, built so that a 4" object cannot pass through.
10. Handrails are required on at least one side of stairs with 2 or more risers. Handrails must be 34"-38" above the tread nosing. Stairs to decks more than 30" off the grade require a guardrail on all open sides, built so that a 4" object cannot pass through. Openings in risers must also be less than 4".
11. 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.
12. 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.
13. Decks must be a minimum of 44" above grade if they are over basement escape windows.
14. All wooden members of decks exposed to the weather must be treated or rot resistant.
15. Call for footing inspection after holes are dug, before pouring concrete. Call for final inspection when deck is complete.
16. Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities. All utilities (gas, electric, phone, cable TV, etc) will be located free of charge.

DECK SUPPLEMENT TO PERMIT APPLICATION

While not all inclusive, the previous comments should be used as a general guide to code compliance. Complete and accurate information will expedite the plan review process.

Plans and all of the following information are required with deck permit applications.

- a. Size and depth of footing _____
- b. Type of footing forms (i.e. cardboard tubes) _____
- c. Size and spacing of posts _____
- d. Type of lumber _____
- e. Size of beams _____
- f. Size and spacing of joists _____
- g. Is the deck off a cantilever? Yes No
 If Yes, how will joists be supported? _____
- h. Type of floor boards _____
- i. Height of deck off ground _____
- j. Height and design of guardrail _____
- k. Size of deck _____

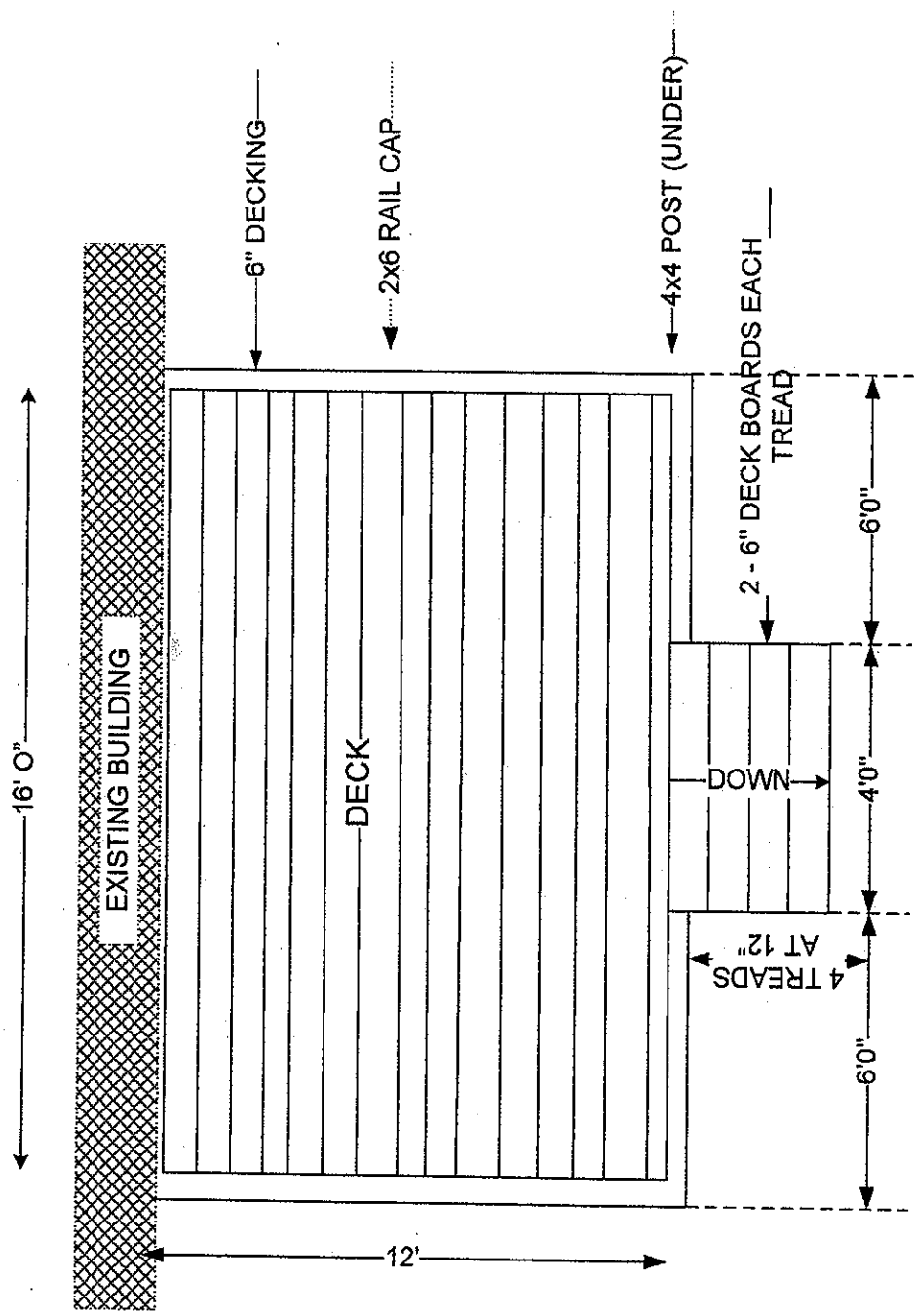
Distance to property lines:

- Side 1 _____
- Side 2 _____
- Rear _____
- Other _____

Guidelines for allowable spans:

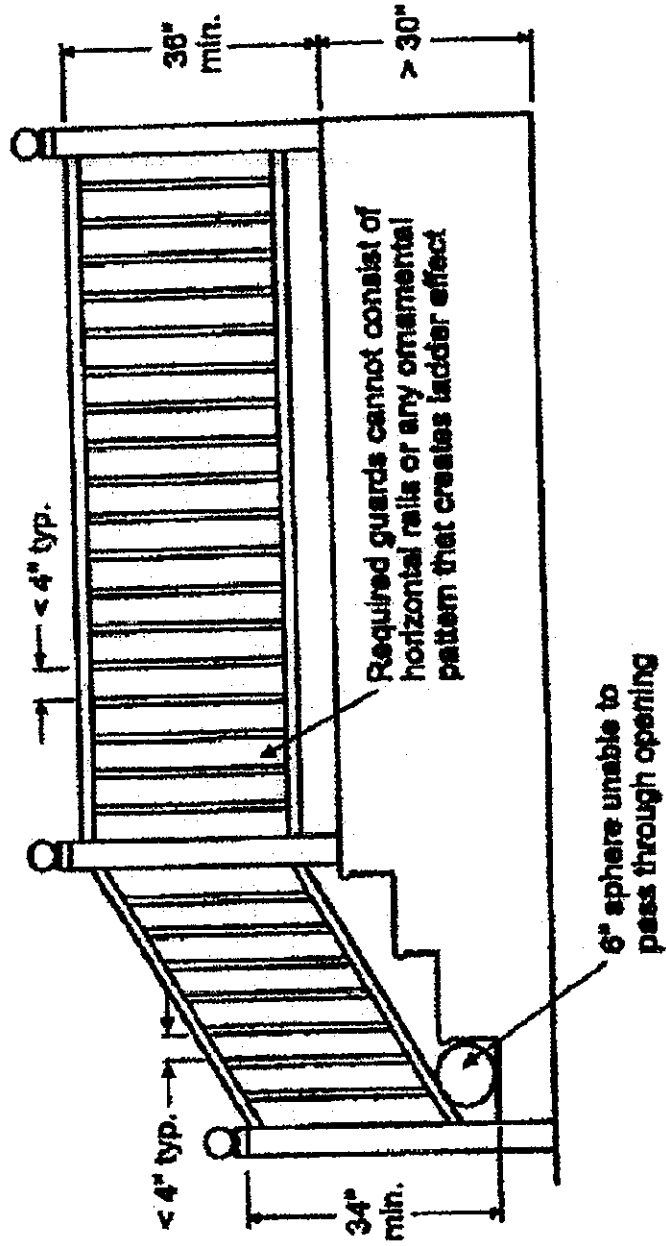
Floor joists	Allowable spans	Beams Allowable loads per span (in pounds)			
		5 ft	6 ft	7 ft	8ft
2 x 6 @ 24" o.c.	8' 1"	1010#	840#	721#	630#
16" o.c.	9' 4"	2020#	1680#	1442#	1260#
12" o.c.	10' 3"	3030#	2520#	2163#	1890#
2 x 8 @ 24" o.c.	10' 3"	1754#	1458#	1246#	1095#
16" o.c.	12' 3"	3508#	2916#	2492#	2190#
12" o.c.	13' 6"	5262#	4374#	3738#	3285#
2 x 10 @ 24" o.c.	12' 7"	2856#	2376#	2037#	1783#
16" o.c.	15' 5"	5712#	4752#	4074#	3566#
12" o.c.	17' 3"	8568#	7128#	6111#	5349#
2 x 12 @ 24" o.c.	14' 7"	4224#	3512#	3010#	2637#
16" o.c.	17' 10"	8448#	7024#	6020#	5274#
12" o.c.	20' 7"	12672#	10536#	9030#	7911#

SAMPLE - DECK FLOOR PLAN



12 X 16 DECK PLAN
 Approximate Scale 1/4" = 1'

SAMPLE-STAIR PLAN



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