

Deck/Porch Requirement Checklist



The following information is intended to assist the property owner in having a deck or porch (with or without a roof installed) in a safe and ordinance-compliant manner.

A Building Permit is required. The following items must be submitted with the Building Permit Application:

- ☐ Proof of compliance with New York State Worker's Compensation and Disability Law
- ☐ Property survey showing the proposed location of the deck or porch, including distances to all nearby structures and lot lines. This information is needed to determine compliance with the Code of the Village of Alden
- ☐ Plans, specifications and supporting documentation as outlined in the General Permit Application Instructions. Any documents submitted for a deck/porch supporting a roof structure must be produced by a NYS Design Professional, as outlined in the General Permit Application Instructions. Any deck/porch that uses methods or materials not referenced in the NYS Residential Code must be stamped by a NYS Design Professional.
- ☐ Plans should include, but are not limited to:
 - Footing and post details
 - Floor plan
 - Structural components and floor framing, including fastener size and type
 - Stair details with handrails, guards and landings
 - Details of additional components such as benches, planters, etc.
 - Indicate Structural Design Criteria used, provide calculations where applicable

Inspections are required as outlined in the General Building Permit Application Information sheets.

A successful final inspection MUST be obtained prior to the use of the deck/porch.

All applicable boxes must be checked and the Property Owner must sign and date below. Include this Checklist with the Building Permit Application.

Property Owner: _____ Date: _____