

Permit Instructions for a Deck or Porch for Town of Oneonta

I want to obtain a permit for a deck or porch. What do I need to apply for my permit? These are the items you will need when you submit your permit application.

Check List

- A completed building permit application (no permit application will be accepted unless it is completely filled out).
- Application fee (see schedule on building permit application instructions) No permit application will be reviewed without the necessary fee.
- Proof of NYS Workmen's Compensation / Disability Insurance for ALL contractors or an exemption form. ++
- Planning Board / ZBA approvals as required.
- Site plan (to scale). **
- Clear complete drawings of the work proposed including detailed structural plans (lumber material, size and spacing); rafter and floor joists (material, size and spacing); foundation or pier plan (indicating type, dimensions, and reinforcement). **
- Detail on attachment method to structure (lag bolts are required).
- Truss certificate stamped and signed by a NYS Design Professional, if applicable (available from supplier).

Construction cannot begin until your permit is issued. No occupancy may occur until a certificate of occupancy is issued. Fines for violation of these requirements may be assessed.

After I receive my permit what will I need to obtain a certificate of occupancy?

- Your building permit MUST be posted so that it is visible from the road.
- A final electrical inspection certificate from an electrical inspector approved by this office.
- Your 911 number posted in 4" numbers visible (both directions) from the road.
- All required inspections including a final inspection from this office to determine that all NYS codes are complied with. +

**Code official reserves the right to require engineered stamped plans for all projects. +You are responsible to schedule all inspections when required. Allow adequate time to be placed on the schedule. ++Construction accomplished by homeowners requires an Affidavit of Exemption