



Frank Leva  
Building Inspector

**Town of Wallkill Building Dept.**  
99 Tower Dr., Bldg A  
Middletown, NY 10941  
845-692-7807  
building@townofwallkill.com

## **BUILDING PERMIT APPLICATION**

# **Decks**

- 1.) Submit all together to the Building Dept.: completed application, applicable **fee**, **deck plans**, **insurance** certificate and **deck location map**.
- 2.) Work covered by this application **may not** begin until permit application is reviewed, plans are approved, a permit is issued and signed for.
- 3.) Approved plans to be kept on the site of project for reference, and the **permit number** must be mounted on the site in 6" numbers to be seen from the road.(make your own sign) *Your permit # will be needed to request inspections.*
- 4.) Request list of required inspections, and upon of completion of work, supply completed final paperwork and request a certificate of completion inspection.

### **A.) Contractor insurance requirements:**

**IF Homeowner** = contractor:

- 1.) provide a photocopy of your homeowner's declarations page proving insurance coverage for the address of this project.
- 2.) Fill out/notarize affidavit of insurance form-request at Building Dept.

**Contractor** (paid contractor):

- 1.) Provide C105.2 or U26.3 NYS WC certificate made out to the Town of Wallkill  
-----OR-----
- 2.) Self-insured contractor's print exemption certificate from NYS WC website and provide with application submittal

**B.) Deck Placement:** See Town of Wallkill Zoning Code For Setbacks for your property's zone

- 1.) Provide photocopy of survey with drawn *proposed* new deck location and measurements to property lines. If you cannot locate your survey, hand drawn map-to scale—showing measurements can be submitted.

**C.) Deck Plans:**

- 1.) See Deck plan requirements, plans will be reviewed-*you may need to revise* your plans before they can be approved

**D.) Inspections** schedule inspections for your deck project: (where applicable)

Verify inspections required for YOUR individual project

--email inspection requests by 3pm for next business day

--email [inspectionrequest@townofwallkill.com](mailto:inspectionrequest@townofwallkill.com) with permit # in subject line

--Inspections are performed between 9am-4pm.

--Please make sure you are ready for your inspection—failed/not ready surcharge = \$75fee

- 1.) See attached table on pg. 8 Minimum Footing Size for Decks
- 2.) Framing- a.) **ground-level** decks –separate framing inspection required  
b.) **Upper- level** decks framing is done at final inspection
- 3.) Electrical-(any outlets or lighting attached to deck has to have rough-in and final electrical inspection from list of Town approved electrical inspectors
- 4.) FINAL DECK INSPECTION-submit final paperwork and request final certificate inspection (*electric inspection* required if any electric work was done before final deck inspection requested)

**E.) Inspection results**

- 1.) *if no one is at site* at the time of inspection, email [building@townofwallkill.com](mailto:building@townofwallkill.com) or call call (845) 692-7807 after 330 p.m. for inspection results.
- 2.) Dogs must be secured
- 3.) Fences must be unlocked for inspection access

--email [inspectionrequest@townofwallkill.com](mailto:inspectionrequest@townofwallkill.com) with permit # in subject line

Request date and morning or afternoon time slot

Application # \_\_\_\_\_ Permit # \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Date examined \_\_\_\_\_ Date Approved \_\_\_\_\_ Date Disapproved \_\_\_\_\_

**\*\* \*\* \**ALL permits require INSPECTIONS or A VIOLATION will be served* \* \*\* \*\***  
***inspectionrequest@townofwallkill.com***

Applicant's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant Type (Owner, Builder, Engineer, Architect, Agent, Tenant) \_\_\_\_\_

Applicant Email address: \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone# \_\_\_\_\_

Location of Land/Project ( # and Street Address) \_\_\_\_\_

Dimensions: Front deck / rear deck / side deck / pool deck  
/ / /

Cost of Construction/Project \$ \_\_\_\_\_

FEES: **\$85.00 each** deck included on this permit application \_\_\_\_\_ x \$85 = \$ \_\_\_\_\_  
(# of decks)

**\$40** Certificate of Compliance Fee + **\$40 cert fee**

Total Fee = \$ \_\_\_\_\_

CORNER LOT \_\_\_\_\_ **ZONE** of project location \_\_\_\_\_  
Yes or No

Contractor Name \_\_\_\_\_ Cell Number \_\_\_\_\_

Address: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Insurance carrier \_\_\_\_\_ Policy Number \_\_\_\_\_ Exp Date: \_\_\_\_\_

Orange Co. licensed electrician: \_\_\_\_\_ Lic. # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Provide photocopy or email pdf copy of OClcense

- Frank Schmaus ----- 845-800-6909
- Joe Swanson ----- 845-496-4443
- John Taylor ----- 845-597-5072
- Manny Zervakis --- 845-233-6711
- Ernie Bello ----- 845-569-1759
- John Wierl ----- 845-343-6934
- Jerry Caliendo ----- 845-294-7695
- John Hamilton ----- 845-459-0708

Application # \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**TOWN OF WALLKILL  
COUNTY OF ORANGE  
OFFICE OF THE BUILDING INSPECTOR**

**AFFIDAVIT OF OWNER**

Premises \_\_\_\_\_

\_\_\_\_\_ Being duly sworn, deposes and says that he/she is  
(Name of Property Owner)

the owner above named.

He/She is the **OWNER** and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief and that the work will be performed in the manner set forth in the application and in the plans and specification filed therewith.

Deponent alleges that 1) the provisions of the Worker's Compensation Law does not apply in this case in that he/she will do all required work on the premises and will imply no labor thereat, OR 2) owner alleges that contractor performing work, will provide required NYS Worker's Compensation Insurance wherefore, deponent requests approval of said plan and application and issuance of a PERMIT to commence work.

Signed \_\_\_\_\_  
(Signature of Property Owner)

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(To be filed upon completion of work)  
Final gc affidavit

PERMIT # \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**TOWN OF WALLKILL  
COUNTY OF ORANGE  
OFFICE OF THE BUILDING INSPECTOR  
AFFIDAVIT OF SUPERINTENDENT**

I, \_\_\_\_\_, am the person who observed the work for which a Certificate of Occupancy/Compliance is being sought, hereby certify that the building constructed under Town of Wallkill Building Permit Number \_\_\_\_\_ has been constructed as per plans and specifications accepted for the Building Permit, and that all work and materials meet the standards and specifications for which they were designed and that the building is safe for human occupancy/use.

Signed \_\_\_\_\_  
Superintendent (General Contractor)

Sworn to me before this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

(To be filed upon completion of work)  
Final project cost sheet

PERMIT # \_\_\_\_\_ Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**TOWN OF WALLKILL  
COUNTY OF ORANGE  
OFFICE OF THE BUILDING INSPECTOR  
AFFIDAVIT OF FINAL COST OF CONSTRUCTION**

I, \_\_\_\_\_ being duly sworn, depose and say that he/she is the applicant/agent named in the Building Permit dated \_\_\_\_\_, 20\_\_ relating to construction or other work having been performed in the Town of Wallkill.

Filed Cost of Construction \_\_\_\_\_

Final Cost of Construction \_\_\_\_\_

Permit Fee Paid \_\_\_\_\_

Additional Fee Due \_\_\_\_\_

(Costs for the work described in the application for building permit include the cost of all the construction and other work done in connection therewith, exclusive of the cost of land. )

## DECK PLAN INSTRUCTIONS

All Code references are from the 2020 Residential Code of New York State

Applicants are to submit plans that show the following:

1. Location and distances between **footings**. (see Table 507.3.1 on the next page for sizing requirements). Frost depth for footings is 42" deep.
2. 6x6 posts on footings and proposed # of **girders** and sizes. If girders cantilever past the posts, label it on the plans.
3. Detail of girder notched into post with (2) ½" diameter **through bolts** with washers, or approved **post cap**.
4. **Ledger board** size and **lag bolt** fastening detail to be every 16" and staggered with flashing behind the ledger board.
5. Detail of **deck tension tie** (example product "Simpson DTT1Z") locations to be 2' in off each ledger end, and two additional ties evenly distributed within ledger board.

**\*\*IF THE DECK IS ATTACHED TO THE CANTILEVERED PORTION OF THE HOUSE, IT MUST BE LABELED ON THE PLANS. IT WILL REQUIRE ADDITIONAL FOOTINGS, POSTS, AND GIRDER ASSEMBLY \*\***

6. **Joist size** and distances between joists with **joist hangers** attached to the ledger board. If joists cantilever past the girder, label it on the plans.
7. **Guard rail** detail to include minimum 36" height, max 4x4 post spacing, and spindle spacing of less than 4".
8. **Stairs-** (if applicable)
  - a. Stair width = 36" minimum
  - b. Riser height = 8 ¼" maximum with no variations greater than 3/8" from step to step
  - c. Tread depth 9" minimum
  - d. Open riser and spindle spacing to be less than 4"
  - e. Graspable handrail with a return at the top and bottom
  - f. Masonry landing that extends 36" past the bottom step. Minimum width of 36"

FLOORS

TABLE R507.3.1  
MINIMUM FOOTING SIZE FOR DECKS

LIVE OR SNOW LOAD <sup>b</sup> (psf)	TRIBUTARY AREA (sq. ft.)	LOAD BEARING VALUE OF SOILS <sup>a, c, d</sup> (psf)														
		1500 <sup>e</sup>				2000 <sup>e</sup>				2500 <sup>e</sup>				≥ 3000 <sup>e</sup>		
		Side of a square footing (inches)	Diameter of a round footing (inches)	Thickness (inches)	Side of a square footing (inches)	Diameter of a round footing (inches)	Thickness (inches)	Side of a square footing (inches)	Diameter of a round footing (inches)	Thickness (inches)	Side of a square footing (inches)	Diameter of a round footing (inches)	Thickness (inches)	Side of a square footing (inches)	Diameter of a round footing (inches)	Thickness (inches)
40	20	12	14	6	12	14	6	12	14	6	12	14	6	12	14	6
	40	14	16	6	12	14	6	12	14	6	12	14	6	12	14	6
	60	17	19	6	15	17	6	13	15	6	12	14	6	12	14	6
	80	20	22	7	17	19	6	15	17	6	14	16	6	14	16	6
	100	22	25	8	19	21	6	17	19	6	15	17	6	15	17	6
	120	24	27	9	21	23	7	19	21	6	17	19	6	17	19	6
	140	26	29	10	22	25	8	20	23	7	18	21	6	18	21	6
	160	28	31	11	24	27	9	21	24	8	20	24	8	20	22	7

For SF: 1 inch = 25.4 mm, 1 square foot = 0.0929 m<sup>2</sup>, 1 pound per square foot = 0.0479 kPa.  
 a. Interpolation permitted, extrapolation not permitted.  
 b. Based on highest load case: Dead + Live or Dead + Snow.  
 c. Assumes minimum square footing to be 12 inches x 12 inches x 6 inches for 6 x 6 post.  
 d. If the support is a brick or CMU pier, the footing shall have a minimum 2-inch projection on all sides.  
 e. Area, in square feet, of deck surface supported by post and footings.