

**TOWN OF DEWITT
PLANNING AND ZONING
PERMIT REQUIREMENTS FOR DECKS**

- 1) Copy of **survey** within ten years showing all structures, property lines and **deck location drawn to scale**. SURVEYS REDUCED IN SIZE ARE NOT ACCEPTED.
- 2) Set of **construction plans** including top and side views showing support posts, main beams, floor joists, decking, railings, stairs, attachment to structure and height of deck above finish grade. Plans to show all dimensions & spacing of lumber, measurements of stairs, railings and depth of post to frost line. Proper bracing is required for decks over 5' in height to prevent swaying. See deck construction guidelines for assistance.
- 3) New York State workman's compensation certificate (**C105.2 form** or compatible) if deck is being built by a contractor. **The ACORD25 form is not acceptable**. If deck is to be built by homeowner, exemption affidavit is to be completed.
- 4) Completed development permit **application, signed by property owner (need original signature)**.
- 5) **Fee submitted with application:** \$60 base fee plus \$6 per \$1000 cost of deck project.
- 6) Proper nails, screws, and hardware must be double hot dipped or stainless steel to be compatible for pressure treated wood.
- 7) Certificate of compliance affidavit form is to be completed by applicant when project is complete.
- 8) New electrical wiring and light fixtures must be inspected by an approved electrical inspection agency:
Atlantic-Inland Inc 607-753-7118, or
CNY Electrical Inspection Services LLC 315-633-0027.
- 9) Development permit must be visible from the street and accessible for inspector.

Required inspections: posthole depth, deck framing attachment to house and final inspection. Deck framing must be attached to the structure's framing, not through any siding or exterior finish.

All inspections must be called in at least 24 hours in advanced.

Any questions, please call Planning & Zoning at (315) 446-3910 x3
Fax (315) 449-0620 or email at WWW.TOWNOFDEWITT.COM

TOWN OF DEWITT
RESIDENTIAL DECK CONSTRUCTION GUIDELINES

SURVEY

Deck to be drawn to scale on survey showing all dimensions. Check with Planning & Zoning for setback requirements and lot coverage percentages.

PLANS

Deck to be constructed according to the Residential Code of New York State.

Plans to show all sizes and dimensions of lumber, structural connections and spacing of structural members. Decks to be built to support 40 pounds per square foot.

Elevation drawing showing how the deck will look after completion.

Deck floor layout showing locations of stairs, doors to house, railings and any other item associated with the deck.

All screws, nails, joist hangers and other hardware to be compatible with pressure treated lumber and suitable for the construction connection.

SUPPORT STRUCTURE

Depth of support structure to be a minimum of 42" below grade.

Diagonal bracing of proper size be provided to prevent swaying or movement of elevated decks.

DECK FRAMING

Siding and any other material on side of house or structure must be removed to allow proper connection of ledger board. Proper flashing to be installed to prevent water from penetrating into house.

Ledger board to be connected to house by 1/2" galvanized or stainless steel lag screws staggered to prevent splitting of the ledger board.

Cantilevered ends of joists not to extend more than 24" beyond the supporting beams unless designed by a licensed design professional.

Spacing and length of joists to comply to Table R502.3.1(2) of the Residential Code of New York State.

RAILINGS

Railings are required on decks and elevated areas that are more than 30" above grade.

Railings are to be a minimum of 36" in height and no more than 4" between balusters and any other spacing associated with the railing.

6' maximum spacing of posts for railings.

Railings shall be securely anchored to the deck to withstand loads of 200 per square foot.

STAIRS

Stairs to be at least 36" in width.

Treads to be a minimum of 9" in depth and risers a maximum height of 8 1/4".

Any part of stairway over 30" above grade, the riser opening cannot be more than 4".

Handrails are required on stairs with more than four risers and must be on at least one side of the stairs.

Height of handrails must be at least 34" and 38" in height measured off of stair tread.

Handrail grip size: Handrails shall have either a circular cross section with a diameter of 1 1/4" to 2", or a noncircular cross section with a perimeter of at least 4" but not more than 6 1/4" and a largest cross section dimension not exceeding 2 1/4". Edges shall have a minimum radius of 1/8".

Handrails must run uninterrupted the length of the stairs and have the ends return to a post or other structural member and must provide graspability the entire length of the handrail.

A clearance of 1 1/2" to be maintained between the handrail and the railing or house.

All stairs shall be provided with illumination.

This information is to serve as a guide to deck construction only. All deck construction is to be in compliance with the Residential Code of New York State. Decks and gates associated with swimming pools shall meet the requirements of Appendix G of the Residential Code of New York State.

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Town of DeWitt
Development Permit
Application
Department of Planning & Zoning

Foundation Approval Date Signed
Conditional Approval Date Signed
Certificate of Compliance Date Signed
ZBA Approval Date Decision
Planning Bd. Approval Date Decision

Date

Nature of Work

New Building Addition Alteration Repair Conversion Removal Demolition Grad/Filling/Excav. Sign Pool Tank Other
SF Construction Cost \$ Permit Fee \$

Property/ Owner Information

Address City/ST/Zip Tax Map No. Zoning District Flood Plain Design Wet Land Design Present Use & Occupancy Property Owner Owner's Address Owner's Phone No. (H) (W) Owner's Signature

Description of Proposed Development
Description of Intended Use

Approved Plan Reference

Company/Designer Name Plan Date (Original)
Plan Title Last Revision Number of Pages

Contractor Information

Name of Architect or Engineer
Contact Person Phone No.
Address City State Zip
Name of Contractor
Contact Person Phone No.
Address City State Zip

STATE OF NEW YORK,
COUNTY OF SS.

X being duly sworn deposes and says that s/he is the
(Name of individual signing application)

X (Contractor, agent, corporate officer, owner, etc.)
of said owner or owners, 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 knowledge and belief and that the work will be performed in the manner set
forth in the application and in the plans and specifications filed therewith.
(If owner, notarization is not necessary)

X (Applicant's signature)
Sworn to before me this day of , 20

I have personally reviewed this application and find that these
accurately describe the intended work, and use, and that they
comply with NYS Building Codes, and Onondaga County and
Town Laws and Ordinances.

Issuing Officers Signature

Date
Conditions

General Development Rules
Town of DeWitt

Application is hereby made to the Town of DeWitt Department of Planning & Zoning for the issuance of a permit to the New York State Uniform Fire Prevention and Building Code and applicable local laws for the construction of buildings, additions or alterations, or for other physical improvements or for the removal or demolition, as herein designated. The applicant and property owner agree to comply with said laws, ordinances, regulations and following rules:

1. An **ORIGINAL** shall be completed in ink with **TWO COPIES** and shall be accompanied by two complete sets of plans showing all proposed construction; one complete set of specifications, a current survey within ten years showing all improvements. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed, and the details of structural, mechanical, electrical, and plumbing installation, and Workman's Compensation certificate.
2. No work covered by this application may be commenced prior to the issuance of a Development Permit. Project is double fee if started without permit.
3. No building or premises shall be occupied or used for any purpose whatsoever until a Certificate of Occupancy/ Compliance has been issued by the Department. If a second "Final" inspection is needed due to incomplete construction or improvements, a charge of \$40.00 shall be levied. (Please note that your Development Permit Fee includes one (1) "Final" on Certificate of Occupancy/Compliance inspection.)
4. Upon approval of this application, a Foundation Permit or Specific Permit will be issued to the applicant for conspicuous posting and availability at the job site at all times.
 - When an "As Built" foundation survey is presented and approved by the Department, the Final Permit will be issued.
5. All electrical work is to be inspected by a Town approved organization.
6. All plumbing and sanitary systems are to be inspected by the Onondaga County Health Department.
7. In signing this application the applicant agrees to permit at all reasonable hours the entry of Department Representatives and authorized inspection agencies.

For information contact:

Town of DeWitt
Planning & Zoning
5400 Butternut Drive
East Syracuse, NY 13057
Phone (315) 446-3910 x3
Fax (315) 449-0620
www.townofdewitt.com

**TOWN OF DEWITT
PLANNING & ZONING
FEE SCHEDULE***

<u>ITEM</u>	<u>FEE</u>	<u>NOTES</u>
I. <u>DEVELOPMENT PERMIT*</u>		
A. Base Fee	\$60	Base fee for all NYS Uniform Requirements plus local property improvement requirements
1. Residential	plus \$20/100 SFGFA	
2. Retail	plus \$20/100 SFGFA	
3. Office	plus \$26/100 SFGFA	
4. Warehouse	plus \$12/100 SFGFA	
5. Other Occupancies	plus \$26/100 SFGFA	
6. Detached Garages	plus \$10/100 SFGFA	
7. Specialty Items	plus \$6.00/1000 construction cost	Alterations, repairs, conversions: towers, pools, signs, fences, decks, sheds, demolition, grading & filling, etc.
8. Operating Permits	\$50	Pyrotechnics, public assembly, hazardous materials
9. Zoning Compliance Letter	\$50	
10. Codes Review	fifty (50) percent of permit fee	
11. Zoning Information Research	\$50	
12. After Hours Inspection Fee	\$75	
II. <u>ZONING BOARD (see V, below)*</u>		
1. For lots ≤ 1 Acre or ≤ 3,000 SFGFA. Area Variance	\$300 + \$50 for additional variance(s)	
2. For all lots > 1 Acre or > 3,000 SFGFA, Area Variance	\$400	
3. For all SIGNS	\$400	
4. Use Variance	\$500	
5. Special Permit	\$400	
III. <u>PLANNING BOARD (see V, below)*</u>		
A. Base Fee	\$250	All site plan review applications
1. Site Plan Review (SPR) Application for new or added square feet	plus \$20/1000 SFGFA	NAARC of 1000 square feet or more
2. Subdivision Review	plus \$30/ lot	
3. Zone Change	\$1000	
4. Amended Site Plan Review	\$150	
5. Simple Subdivision	\$250	

(OVER)

IV. SUBDIVISION PARKLAND FEES

R-0, R-1, R-1A, R-2, R-3

\$1,000/unit

V. TECHNICAL/ ENGINEERING FEES

Fees to offset review expenses for Planning Board and Zoning Board of Appeals projects are collected and placed in a separate escrow account at the time of application to the board(s). Generally, the fee ranges from \$300 to \$4000. The balance is returned to the applicant at the completion of a project or, if more funds are needed, a written request will be made. PLEASE CONTACT THE P&Z OFFICE to determine the amount of the escrow fee to be SUBMITTED in a SEPARATE CHECK made payable to the "Town of DeWitt".

VI. PROJECT NOTICE SIGN RENTAL

\$50 1ST sign

plus \$30 for additional sign

\$25 / sign refund for each sign
returned to P&Z

VII. CRESigns

\$100

Yearly fee

* A Development Permit, Planning Board or Zoning Board of Appeals fee shall increase 100% if construction commences prior to permit issuance or board approval.

A \$40 re-inspection fee shall be charged for repeat inspection.

NAARC – New, Addition, Alteration, Repair or Conversion

SFGFA – Square Foot Gross Floor Area is that area covered and enclosed space

CRE – Commercial Real Estate

EFFECTIVE: 01 JANUARY 2013 AS ADOPTED 19 NOVEMBER 2012

REV 12.17.12