



Town of Moreau

Building Department
351 Reynolds Road
Moreau, NY 12828-9261
Phone: (518) 792-4762
Fax: (518)792-4615

Matt Dreimiller
Building Inspector/CEO
Kathy Perez
Building Department Clerk

DECK/PORCH PERMIT APPLICATION REQUIREMENTS

No construction activities may commence until an approved permit is issued

Please keep this coversheet for your convenience

TWO SETS OF THE FOLLOWING INFORMATION MUST BE PROVIDED (ONE ORIGINAL AND ON COPY):

1. **APPLICATION MUST BE FILLED OUT COMPLETELY & CLEARLY.** Name and address must be on each document. Signature of property owner, applicant, or contractor is required.
2. Detailed drawings to include (but not limited to):
 - a. Plot plan drawn to scale with the use of a survey map, if available:
 - i. Show location of all existing structure(s) on the property
 - ii. Show location of water supply (well or water line)
 - iii. Show location and configuration of septic disposal system or sewer line
 - iv. Show location of proposed deck including setbacks from property lines
 - b. Elevations – showing all dimensions of the following (include all heights, widths, and lengths)
 - i. Foundation/Footings – and attachment methods
 - ii. Guards/Handrails – and attachment methods
 - iii. Stairs – and attachment methods
 - c. Floor framing
3. Insurance requirements:
 - a. **Homeowner:**
 - i. Affidavit of Exemption of Workers Compensation and/or Disability Benefits Insurance Coverage (**form CE-200 found at www.wcb.state.ny.us**)
 - ii. Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence: **Form BP-1**
 - b. **Contractor:**
 - i. Certificate of Workers Compensation: **Form C-105.2 or U-26.3**
 - ii. Certificate of Disability insurance: **Form DB-120.1 or DB-155**
 - iii. Affidavit of Exemption of Workers Compensation and/or Disability Benefits Insurance Coverage: **Form CE-200 found at www.wcb.state.ny.us**

ACORD forms are NOT an acceptable proof of Workers Compensation or Disability Insurance Coverage

4. Fee as per fee schedule (Collected when application is approved)

REQUIRED INSPECTION: 24 HOUR NOTICE REQUIRED

**** Please do **NOT** leave requests for inspections on voicemail.
Inspections requested via voicemail may not be scheduled. ****

- Site Inspection
- Footings (before pouring concrete)
- Framing (before installing decking)
- Final Inspection (All required work must be completed before a Certificate of Compliance/Certificate of Occupancy can be issued)

TOWN OF MOREAU DECK/PORCH PERMIT APPLICATION

Location Information	
Job Site Address _____	Tax Map # _____
Estimated Cost of Construction \$ _____	Zoning District _____
Owner Information	
Owner's Name (Print) _____	Phone # _____
Address _____	Email _____
_____	_____
	Owner's Signature _____ Date _____
Agent, architect, or contractor information (if applicable)	
Name (Print) _____	Phone # _____
Address _____	Email _____
_____	_____
	Signature _____ Date _____

Material Specifications

General	Size	Material	Other	Property Information
Footings				Size of Property: X
Reinforcement				
Columns/Piers				
Framing:				Setbacks: Front _____ Back _____ Side _____ Side _____
Girders/Beams				
Posts				
Joists				
Ledger				
Flashing				Corner Lot: Yes ____ No ____
Rafters				
Ridge Board				
Decking				
Stairs				
Landings				
Handrails				
Guards				
Dimensions of Deck				

I affirm that, the information I've given on this application is correct and complete and I understand that the Town will rely on this information in making its decision

Applicant Name (print): _____ Applicant Signature: _____

Official Use Only		
Received: _____	Issued on: _____	Permit #: _____
Fee: \$ _____	Expires on: _____	
Building Inspector: _____	Date Approved: _____	