



# TOWN OF SHAWANGUNK

Building Department

## Building Permit Application

### Decks

- 1.) Submit all together to the Building Department:
  - (1) Completed application.
  - (2) Applicable fee
  - (3) Deck plans
  - (4) Insurance certificate
  - (5) Deck location map (site 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 displayed on site in 6" numbers to be seen from the road (make your own sign).  
**Your permit # will be needed to request inspections.**
- 4.) Upon completion of work, final paperwork must be submitted and final inspection must be scheduled to obtain certificate of compliance.

#### Contractor insurance requirements:

IF Homeowner is contractor:

1. Provide a photocopy of homeowner's declaration page for address of project.
2. Complete Affidavit of Insurance form. **Must be notarized.**

IF hired contractor:

1. Provide NYS Certificate of Workers' Compensation Insurance (C-105.2 or U-26.3) listing Town of Shawangunk as Certificate Holder. *(ACORD forms are not accepted)*
- OR---
2. Self-insured contractor shall provide Certificate of Attestation of Exemption (CE-200) from NYS Workers' Compensation Board ([www.wcb.ny.gov](http://www.wcb.ny.gov))

**Deck Placement:** See Town of Shawangunk Zoning Code for Setback requirements for your property's zone.

1. Provide photocopy of survey with drawn *proposed* new deck location and measurements to property lines. If survey is unavailable, a hand-drawn map (to scale) showing measurements may be submitted.

#### Deck Plans:

1. See deck plan requirements. Please note it may be necessary to revise your plans before they can be approved.

**Inspections:** It is the permit holders' responsibility to schedule required inspections. Please request a list of required inspections for *YOUR* individual project from the Building Dept.

- email inspection *requests* ***by 3pm for inspection next business day*** to: [building@shawangunk.org](mailto:building@shawangunk.org). Please include permit# in subject line (Inspection request BP# XX-XXX). Please include your preferred date and time slot (AM or PM).
- Inspections are performed between 9am-3pm, Monday through Friday
- Please be sure your project is **ready** for the requested inspection. Scheduled inspections that are not ready will be Failed/Not Ready and be assessed a \$75 fee, unless canceled at least 2 hours prior to inspection time.
- Please note: **Photos will not be accepted for missed inspections**
- Typical (minimum) inspections required for deck projects:
  - Footings before pouring concrete
  - Framing
  - Electrical – Any receptacles or fixtures attached to deck must have rough-in and final electrical inspections from approved electrical inspector.
  - Final deck inspection – submit final paperwork and request final certificate inspection (***final electrical inspection*** required prior to scheduling final deck inspection).
- Inspection results
  - If no one is at site at time of inspection, email [building@shawangunk.org](mailto:building@shawangunk.org) or call (845) 895-2904 after 3pm for inspection results.
  - Dogs and other animals must be secured
  - Fences must be unlocked for inspection access