



TOWN OF ITHACA NEW YORK

DEPARTMENT OF CODE ENFORCEMENT

215 N. Tioga St 14850
607.273.1783
codes@town.ithaca.ny.us

Hours: 8:00-4:00 (Monday -Friday)

Directions to Applying for a Building Permit for a Deck

1. Submit a General Building Permit application in OpenGov
 - a. If the applicant is not the landowner, they will either need to obtain the landowners a signature on all applications or provide a letter/email from the landowner designating the applicant as the agent; or provide a copy of the signed contract to show they can act on behalf of the owner. This letter, contract or email will need to be uploaded with the application.
 - b. A Workers Compensation and Workers Disability Certificates must be provided to the Town by using the Contractor/Business registration form in OpenGov. If the applicant needs an exemption certificate, this should be uploaded with each permit.
2. A "Basic or Simple SWPPP" will need to be submitted, as part of the application process, and will be reviewed and approved by the Town of Ithaca Engineering Department prior to a building permit being issued. The SWPPP can be applied for in the Engineering Department section of OpenGov.
3. Drawings and specifications:
 - One hard copy set and one digital set of construction documents (drawings and specifications) **MUST BE PROVIDED** with your building permit application. The hard copy can be delivered to Town Hall and the digital copy can be uploaded with the application. All plan modifications **MUST** be provided to the Code Enforcement Officer for review and approval before the modifications are implemented.
 - Plans need to be drawn to scale
 - Plans may need to be stamped and signed by a design professional. See document "Do I Need a Design Professional" in OpenGov.
 - If stamped plans are required, all portions of the proposed project, including, but not limited to, electrical, heating, fire protection, insulation, etc. are required to be stamped by the NYS licensed design professional of record.

4. Deck Plans shall be submitted and shall include but not be limited to:
 - Side yard, rear yard, and front yard setbacks from the property line to the deck.
 - Overall size and elevation of the deck
 - Will the deck be free standing or attached to a structure
 - Size, thickness, and material of the footing system
 - Type of framing material
 - Will there be any lateral supports, show locations
 - Size of framing material including, but not limited to: joists, beams, ledgers, stair stringers, posts, etc.
 - Spacing and span of all framing material
 - Will the posts be bearing on the footer above the ground or below the ground
 - Uplift protection for the posts, the framing to the carrying beams and/or ledgers, etc.
 - Will any portion of the deck be cantilevered
 - What size and type of fasteners will be used for the entire deck (bolts, lag screws, ledger-lok, nails, screws, etc.)
 - Will there be mechanical connectors used and if so all information about the connectors will need to be supplied. (What company, what specific connector, corrosion resistant, etc.)
 - How will load carrying beams be spliced together (nailing patterns, size of fasteners, bearing areas, etc.)
 - What type and location of flashing
 - Guard and handrail heights, materials, locations, connection details, etc.