

Congratulations.

Your improvements will help make Syracuse a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Codes and Zoning staff during business hours at City Hall Commons, 201 E. Washington St., Room 101 or reach them at (315) 448-8600.

Paul Driscoll

Commissioner of Neighborhood and Business Development



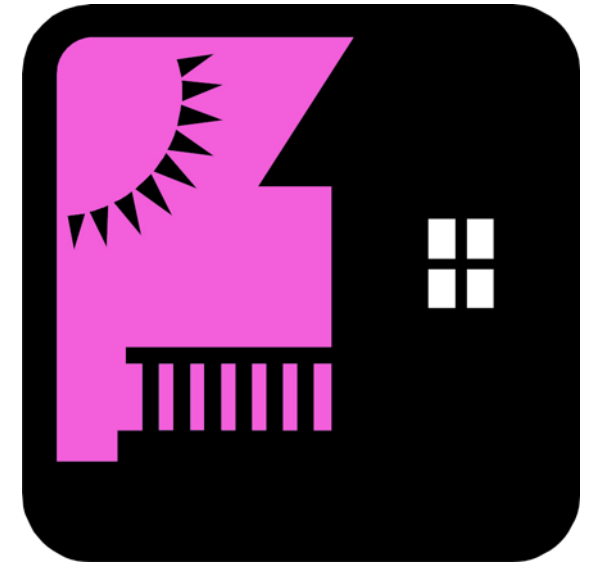
Department of Neighborhood and Business Development
Division of Code Enforcement
201 East Washington Street, Room 101
Syracuse, New York 13202



City of Syracuse, New York

Dept. of Neighborhood
and Business Development
Permit Desk

Obtaining a New Deck Permit



How to
Make the Process
Go Smoothly.

1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant, and, if applicable, the contractor and/or plan preparer.
- Provide a drawing of the project including size and location of deck.
- If the contractor is the homeowner or an individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Syracuse as the certificate holder, is required.
- You can obtain these forms at the Permit Office or online at www.syracuse.ny.us/Code_Enforcement.aspx

2 Supply Additional Submissions:

You must also include two (2) copies each of:

- A stamped Instrument Survey Map of the property – not faxed or reduced.
- Deck plan with construction details, drawn to scale, including footings/foundation, joists, handrails, stairs, etc. Large and/or structurally complicated decks may require drawings signed and sealed by a design professional licensed in the State of New York.

3 Pay the Required Fees:

The fee for your permit is based on the cost of the deck:

- First \$1,000 construction cost is \$40.00.
- Each additional \$1,000 is \$15.00.

4 Follow Through with Application Requirements:

- Schedule an inspection of footings and/or foundation depth before pouring concrete and setting posts.
- Schedule an inspection of rough framing before skirting.
- Schedule final inspection after completion.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.
- Contact Permit Office at 448-8600 if there is a need to amend your permit.

Helpful Information:

- Call 448-8640 for setback, lot coverage and other information prior to designing your proposal.
- Decks should be located in the rear yard.
- All footing should be at least forty-two (42") inches deep.
- Stairs consisting of more than four (4) risers require handrails.
- Minimum handrail height shall be 34" and maximum height shall not exceed 38".
- Electrical work will require a separate permit which must be obtained by a licensed electrician.
- If a property is located within a local preservation district or is a local protected site, a Certificate of Appropriateness will be required from the Landmark Preservation Board. Call 448-8108 for more information.
- Call 448-8600 with any questions regarding construction details during the planning stages.
- Free 2-hour parking is available on the northwest corner of South Warren and East Washington Streets.

Division of Code Enforcement Permit Office

201 East Washington Street
City Hall Commons, Room 101
Syracuse, NY 13202

8:00 a.m. – 5:00 p.m.

(315) 448-8600
www.syracuse.ny.us