

TOWN OF LAGRANGE

OFFICE OF THE BUILDING INSPECTOR

120 Stringham Road, LaGrangeville, NY 12540

Phone 845 – 452-1872 Fax 845 – 452-7692

DECKS, PORCHES, SUNROOMS

One and Two Family Residences, Condominiums & Townhouses

BUILDING PERMIT APPLICATION INFORMATION

The following instructions will provide assistance in filling out an application for a building permit. To avoid unnecessary delays in obtaining a Building Permit all the following items shall be provided.

1. **BUILDING PERMIT APPLICATION** – The application must be completed and signed by the owner of the property or a letter of authorization from the owner allowing the applicant to sign and obtain the Building Permit is required to be submitted with the application.
2. **CONSTRUCTION DRAWINGS** – Submit **two (2) sets of drawings of the proposed deck or porch**. A floor plan (top view with dimensions) and section detail (side view) shall provide specifications on all structural components to include footings, piers, posts, girders, joists, joist hangers, ledger boards, balusters, handrails, and roof framing materials. Plans shall show any stairs and platforms. (Note: Stairs shall have closed risers.) Minimum depth of the footing shall be 42”.
3. **PLOT PLAN** – A plan or survey of the property showing the location of the deck or porch on the property and indicating the proper sideline setbacks from the property line and road right-of-way in conformance with Town of LaGrange Zoning Law. If necessary a survey may be required to confirm conformity. If property is in a municipal water and sewer district, show water and sewer line locations.
4. **ZONING WORKSHEET** – Fill in section "to be completed by applicant." In order to determine your zoning district, please call Susan Quigley at (845) 452-2046 and provide her with your Tax ID number and address of your property.
5. **WORKER’S COMPENSATION** – Worker’s compensation insurance form #C-105.2 or U26.3 or C105.2 shall be required by contractors performing work for homeowners. (Note: New York State will not accept ACORD liability forms as proof of workman’s compensation insurance.)
6. **FEES PAID** – Fees shall be paid in accordance with the Standard Schedule of Fees as adopted by the Town Board.