

City of Elmira
Inspection Services Department
Phone: (607) 737-5653
<http://www.ci.elmira.ny.us>

101 W. Second St.
Elmira, NY 14901
Fax: (607) 733-5235

Procedure for Applying for a Building Permit Deck or Porch Construction Information Sheet

THE REVIEW PROCESS WILL TAKE AT LEAST TWO WEEKS. Please plan accordingly.

To obtain a Building Permit for a Deck or Porch, submit ALL of the following:

- The complete Building Permit Application with Section C on the Project Worksheet fully completed: available from Inspection Services or online at <http://www.ci.elmira.ny.us/permits>
- Original plans specific to this project. Include all information in your drawings that is requested in this information packet. See attached samples for a guide.
- Specifications for the project, if necessary.
- Workers' Compensation document. This applies to HOMEOWNERS and CONTRACTORS. Additional instructions and the appropriate forms are included in the Building Permit Application.
- Appropriate fee for the Building Permit with checks made payable to the City of Elmira. Permit fees are available online at <http://www.ci.elmira.ny.us/permits> or from Inspection Services.

After the plans are reviewed and corrections or modifications are completed, a building permit will be issued from Inspection Services.

During the construction, Inspections are required. Please contact Inspection Services **AT LEAST ONE DAY IN ADVANCE** for the inspections on the list. Required inspections are as follows:

Footing before pouring concrete	Foundation before backfill
Framing before enclosing	Electrical before enclosing
Insulation before enclosing	Plumbing before enclosing
Progress	HVAC
Final inspection after completion	

Additional inspections may be necessary depending on the project.

Please be sure that **ALL** of the inspections are completed, including the final inspection.

If electrical work is installed, you will need to contact Inspection Services to arrange an electrical inspection. The Application for an Electrical Inspection is available online at <http://www.ci.elmira.ny.us/permits>

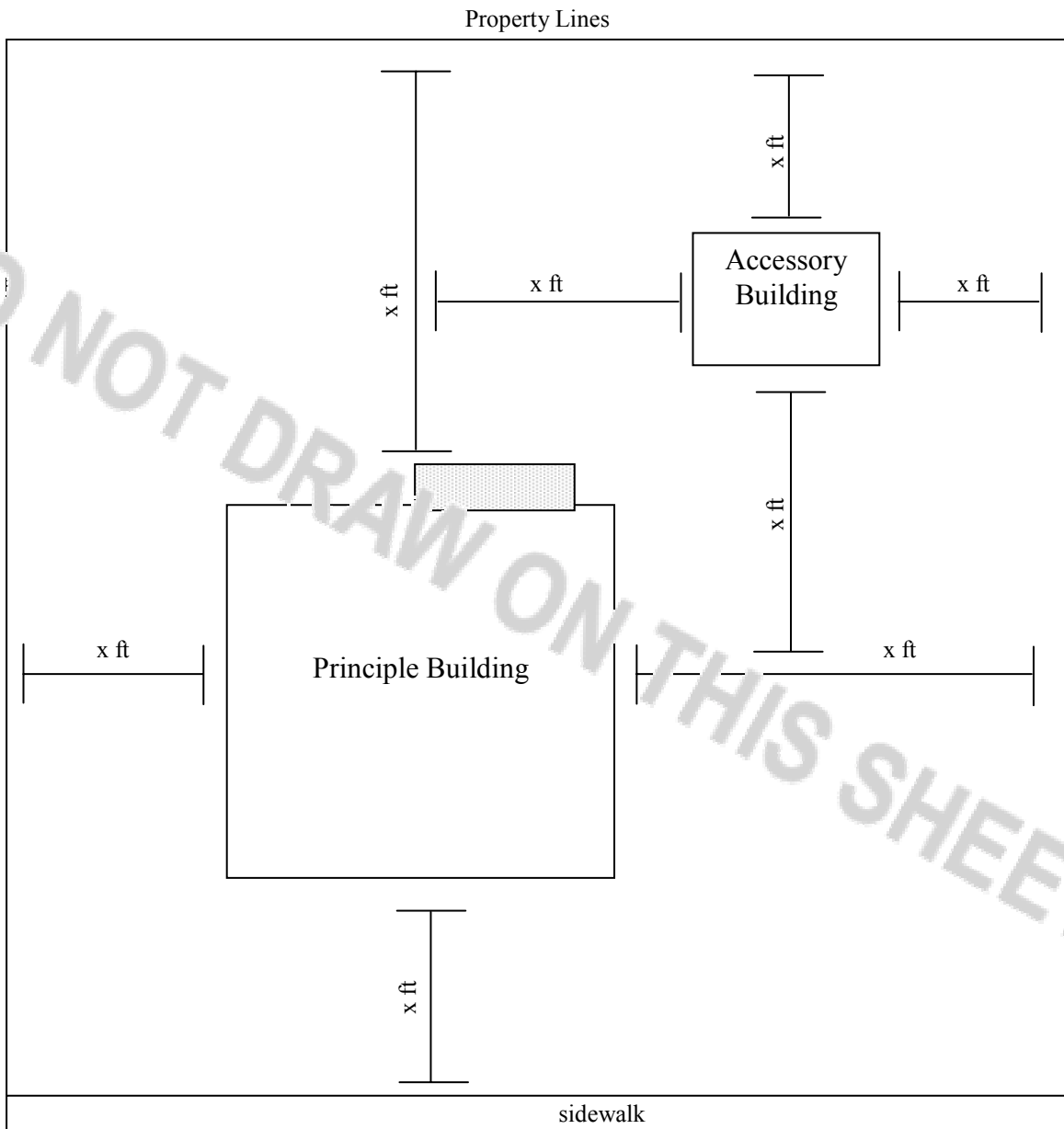
If you have any questions, please feel free to contact us at the above number. Thank you!

DECK OR PORCH SAMPLE PLOT PLAN

Please create your own plot plan, to scale, using this model. **DO NOT USE THIS SHEET.**

Show the following information:

1. Outline of the property
2. Dimensions of the property
3. Streets
4. Size of the buildings
5. Location of buildings
6. Distance to property lines from all structures



Disclaimer: These sketches serve as a guide. Additional information may be required to obtain a Building Permit

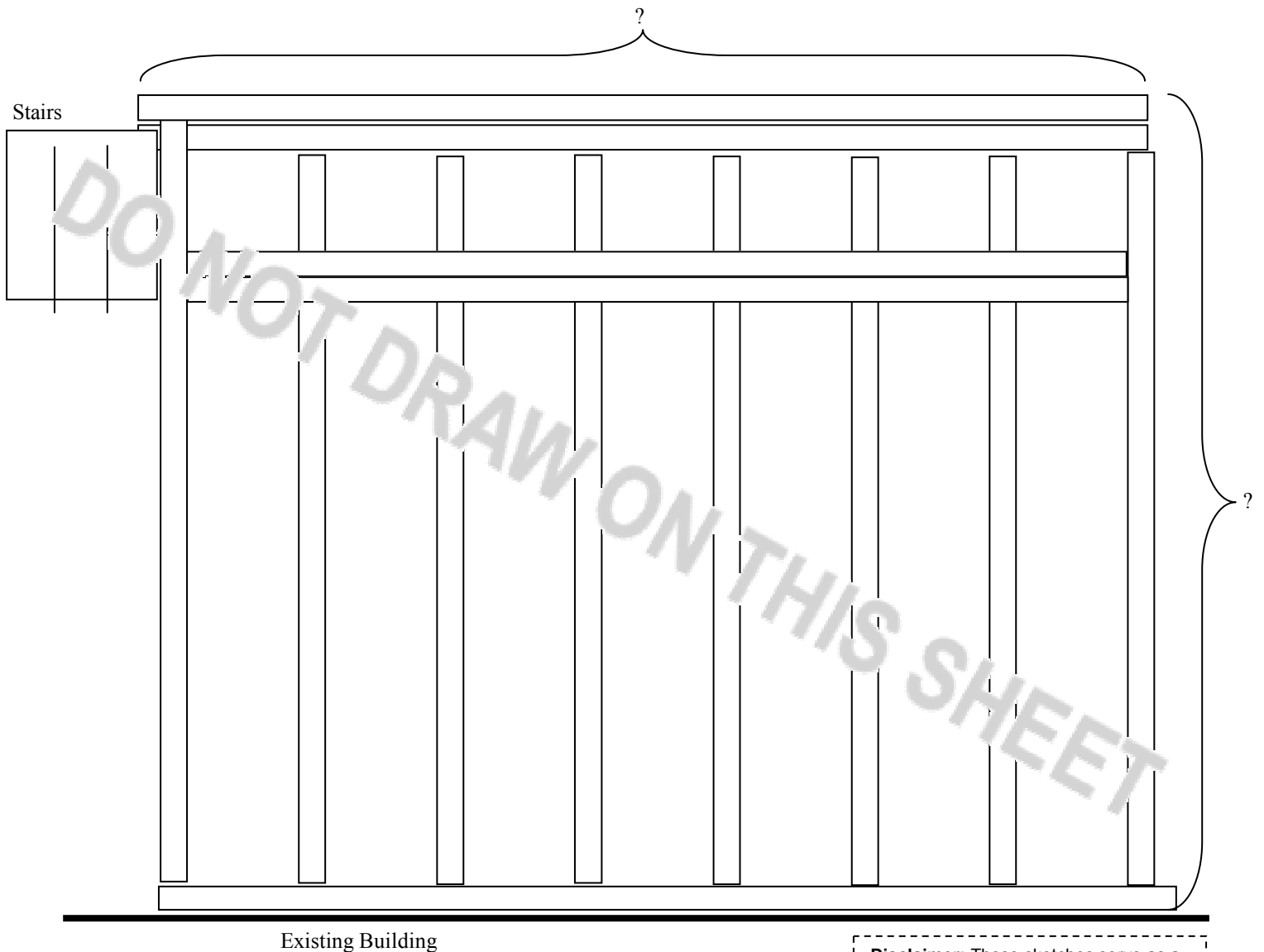
DECK OR PORCH SAMPLE FRAMING PLAN

Please create your own framing plan using this model. **DO NOT USE THIS SHEET.**

Show the following information:

1. Deck size
2. Joist size
3. Joist direction
4. Location and spacing of support posts
5. Sizes of support posts
6. Beam sizes and locations
7. Stair locations
8. Existing Building(s)

Frame Plan



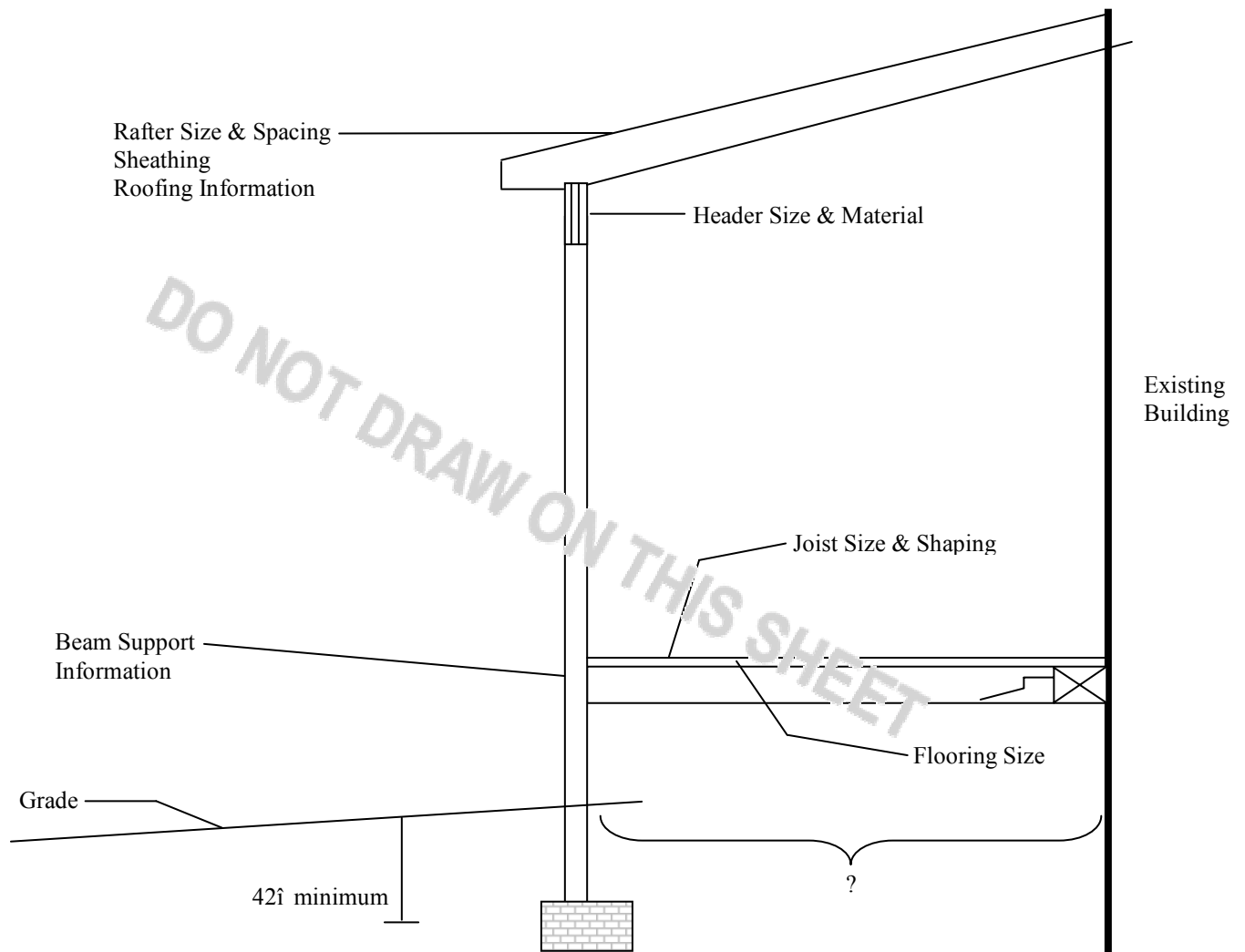
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DECK SAMPLE CROSS SECTION WITH ROOF

Please create your own cross section using this model. **DO NOT USE THIS SHEET.**

Show the following information:

1. Depth of footing below grade
2. Size of footing
3. Support post size
4. Beam location(s) and size
5. Joist hangers
6. Connection at the house
7. Joist size and spacing
8. Railing information
9. Existing building(s)
10. Rafter size and spacing
11. Header size and material
12. Roof sheathing material
13. Roofing material



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