



(Oct 2024)

SELF-SERVE PERMITTING INSTRUCTIONS

DECKS

HELPFUL INFORMATION: If a deck is less than 18" from grade, then a Building Permit is not required, however, the following Zoning regulations still apply and a \$50 Certificate of Zoning Compliance must be obtained:

- A detached deck must be located in a rear yard
- Attached decks are permitted in a side or rear yard as long setback requirements can be met. Call the Zoning office at (585) 428-7043 for setback requirements
- Decks are prohibited in front yard

MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Complete permit application (attached)
- ✓ Instrument Survey Map showing proposed location (example attached)
- ✓ Construction plans of proposed deck if 18" or greater from grade (example attached)
- ✓ Insurance Certificates (see attached)

HOW TO SUBMIT: Your completed permit application package can be submitted by:

- Email: zoning@cityofrochester.gov
- In person Monday, Wednesday, Friday 9am - 4pm only
- **Closed to walk-ins Tuesdays and Thursdays**
- Drop box provided at City Hall A Building lobby
- Mail: The Bureau of Zoning & Permitting
30 Church Street, Room 121B
Rochester, NY 14614

If you have questions, email: zoning@cityofrochester.gov or call (585) 428-7043 for additional instructions. **Incomplete application submissions will be returned.**
Thank you.



Deck Permits

Drawings/Framing plans

Construction a Deck – minimum 18 inches above finished grade or ground level (without pre-made parts)

1. Construction drawing: should include the following and be drawn to scale (1/4" per foot preferred) – Plan view (overhead), Elevations of all sides and Cross section/vertical slice (side view) with dimensions and notes of all materials:
 - a. Include title block with project location (address) & contact phone # on plan
 - b. Footer / Foundation / Pier details & dimensions
 - c. Floor joist framing size & on center spacing
 - d. Post and Beam size and spans
 - e. Fasteners & attachments – label and types (hangers, bolts, lateral & hold down ties) and connections to house rim board
 - f. Steps to grade – location and dimensions of tread & risers and handrails
 - g. Guardrails – locations, dimensions (height & opening between balusters)

Porch Code requirements:

- Building Permit – for a new or replacement deck – two sets of building plans are required as part of the building permit application
- Reference standard for deck construction: <https://www.awc.org/codes-standards/publications/dca6>



BUILDING PERMIT APPLICATION and ZONING COMPLIANCE REQUEST

PROPERTY ADDRESS: _____

USE: RESIDENTIAL (1 or 2 Family) COMMERCIAL MIXED USE

APPLICANT INFORMATION:

YOUR NAME: _____ YOUR PHONE NUMBER: _____
(not a company name)

YOUR EMAIL ADDRESS: _____

YOUR MAILING ADDRESS: _____

PROPERTY OWNER:

Check if same as applicant above

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

CONTRACTOR: (check if same as:)

Owner Applicant (check both if applicable)

Name: _____

Address: _____
(Cannot be a PO Box) (include City or Town)

Zip: _____ Phone: _____

Email: _____

ARCHITECT: _____
OR ENGINEER

PERMIT REQUEST:

DESCRIPTION: _____

ADDITION/NEW CONSTRUCTION INTERIOR RENOVATIONS EXTERIOR RENOVATIONS

CHANGE/ESTABLISH USE DECK POOL/HOT TUB SHED/GARAGE/CARPORT

HVAC/MECHANICAL/ELECTRICAL SYSTEMS OTHER: _____

PROJECT COST ESTIMATE: (excluding plumbing & electrical) \$ _____

YOUR SIGNATURE: _____

DATE: _____

Reference standard for deck construction: <https://www.awc.org/codes-standards/publications/dca6>

Deck Concept

Property address: _____

Deck Width x Length = SF

x =

Decking Wood Type

Decking Size

x

Perpendicular/Diagonal

Deck Height

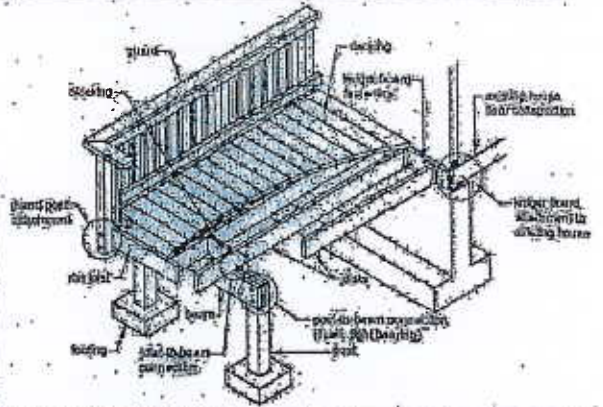
Freestanding Deck

Attached to house

Ledger Board Size

x

Flashing Type



Draw deck and include dimensions. See diagram for example.
1/4" square = 1 foot

A large grid for drawing the deck plan. The grid is 20 units wide and 20 units high. Each unit represents 1 foot. The grid is intended for the user to draw the deck layout and include dimensions.

Deck Stairs

Property address: _____

Number of Risers Riser height

Number of Treads Tread Depth

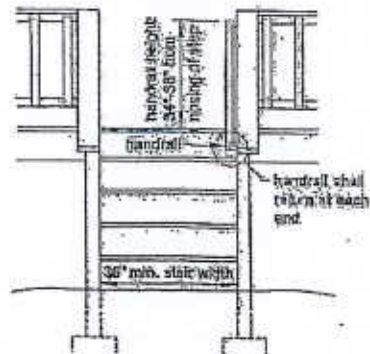
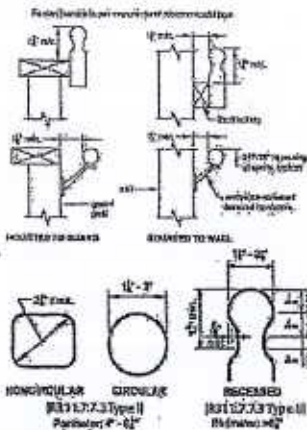
Guard Rail Height

If Deck Height 30" or more
Guardrail Required
Minimum 36" Height

Handrail Type

4 risers or more
Minimum 1 Handrail Required

A separate handrail may be required if Guardrails don't meet Handrail Type requirements.



Draw Stairs (if applicable). See diagrams for example.
1/4" square = 1 foot

Grid area for drawing stairs.

Deck Framing

Property address: _____

Joist Size x On Center Spacing
 Max 12" o.c. If Diagonal Decking

Joist Span / 4 = Max Cantilever Actual Cantilever
 Joist Span divided by 4 = max allowable Joist Cantilever

Double/Triple Beams Beam Size x

Beam Span / 4 = Max Cantilever Actual Cantilever
 Beam Span divided by 4 = max allowable Beam Cantilever

Allowable Joist Span if NO Cantilever

	12 o.c.	16 o.c.	24 o.c.
2x6	9' 11/12"	9'	7' 7/12"
2x8	13' 1/12"	11' 10/12"	9' 8/12"
2x10	16' 1/12"	14'	11' 5/12"
2x12	18'	16' 6/12"	13' 6/12"

Allowable Joist Span WITH Cantilever

	12 o.c.	16 o.c.	24 o.c.
2x6	6' 8/12"	6' 8/12"	6' 8/12"
2x8	10' 1/12"	10' 1/12"	9' 8/12"
2x10	14' 6/12"	14'	11' 5/12"
2x12	18'	16' 6/12"	13' 6/12"

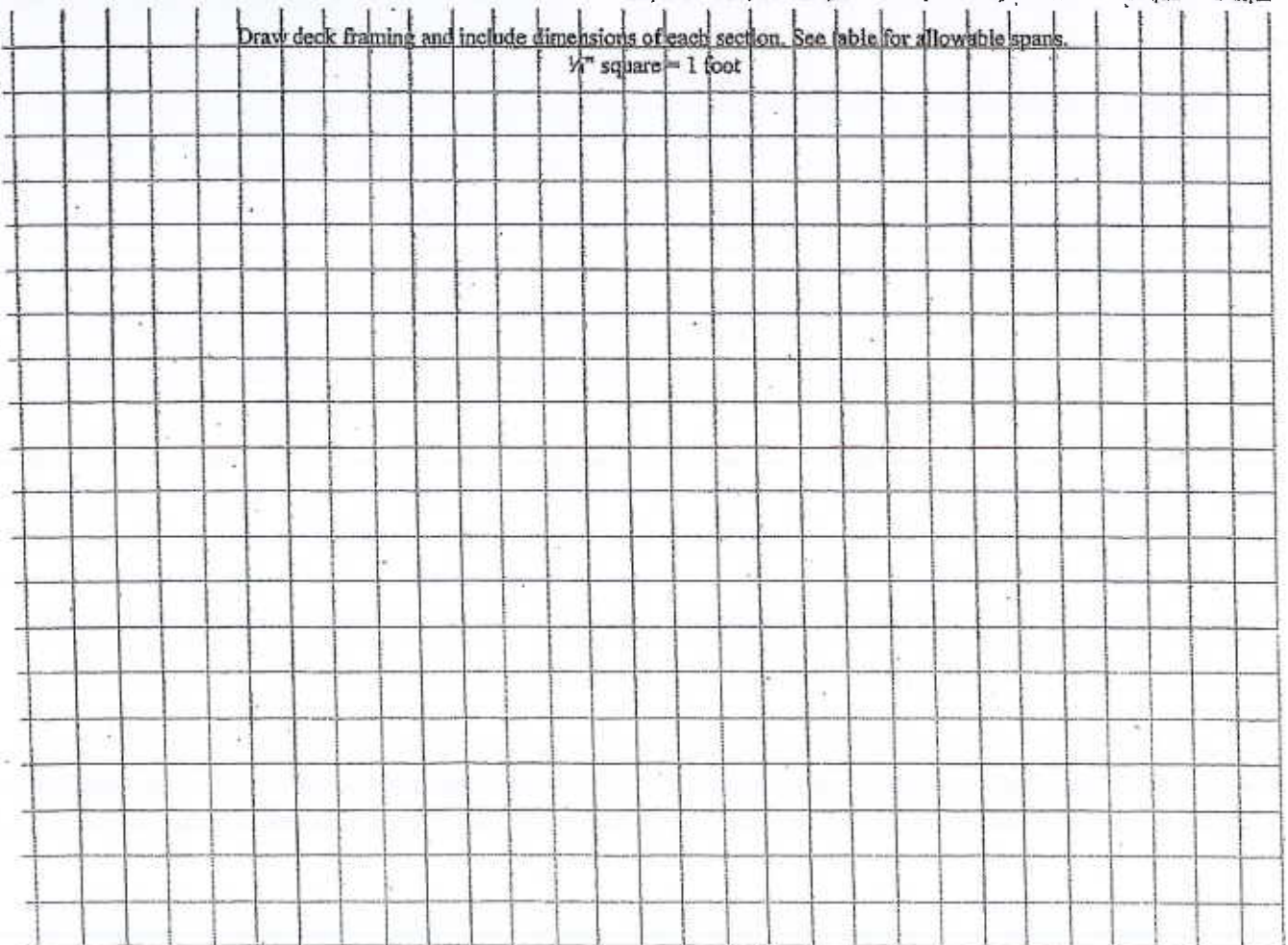
Allowable Beam Span

Beam Size	6' joist Span	8' joist Span	10' joist Span	12' joist Span	14' joist Span	16' joist Span	18' joist Span
2-2x6	6' 11/12"	5' 11/12"	5' 4/12"	4' 10/12"	4' 6/12"	4' 3/12"	4'
2-2x8	8' 9/12"	7' 7/12"	6' 9/12"	6' 2/12"	5' 9/12"	5' 4/12"	5'
2-2x10	10' 4/12"	9'	8'	7' 4/12"	6' 9/12"	6' 4/12"	6'
2-2x12	12' 2/12"	10' 7/12"	9' 5/12"	8' 7/12"	8'	7' 6/12"	7'
3-2x6	8' 2/12"	7' 5/12"	6' 8/12"	6' 1/12"	5' 8/12"	5' 3/12"	5'
3-2x8	10' 10/12"	9' 6/12"	8' 6/12"	7' 9/12"	7' 2/12"	6' 8/12"	6' 4/12"
3-2x10	13'	11' 3/12"	10'	9' 2/12"	8' 6/12"	7' 11/12"	7' 6/12"
3-2x12	15' 3/12"	13' 3/12"	11' 10/12"	10' 9/12"	10'	9' 4/12"	8' 10/12"

Please include measurements in drawing:
 1. Please show beams and joists and how they are attached to the beam.
 2. Beam Span: The distance between posts.
 3. Joist Span: The length of the Joist from one side to the side that connects to the Beam.

Draw deck framing and include dimensions of each section. See table for allowable spans.

1/4" square = 1 foot



WORKERS' COMPENSATION INSURANCE

The State of New York requires that, prior to issuing any permits, the City of Rochester be provided with proof of Workers' Compensation Insurance coverage or provide proof of exemption from such coverage.

One of the following certificates must be provided by the applicant with each permit request:

- C105.2 or U-26.2 – Workers' Compensation Insurance (private carrier)
(contractor with employees)
- CE-200 - Exemption Certificate
(contractor with no employees)
- BP-1 – Affidavit of Exemption
(owner-occupied 1-4 family & owner if performing work)
- S112 or GSI-105.2 – Self Insurance coverage

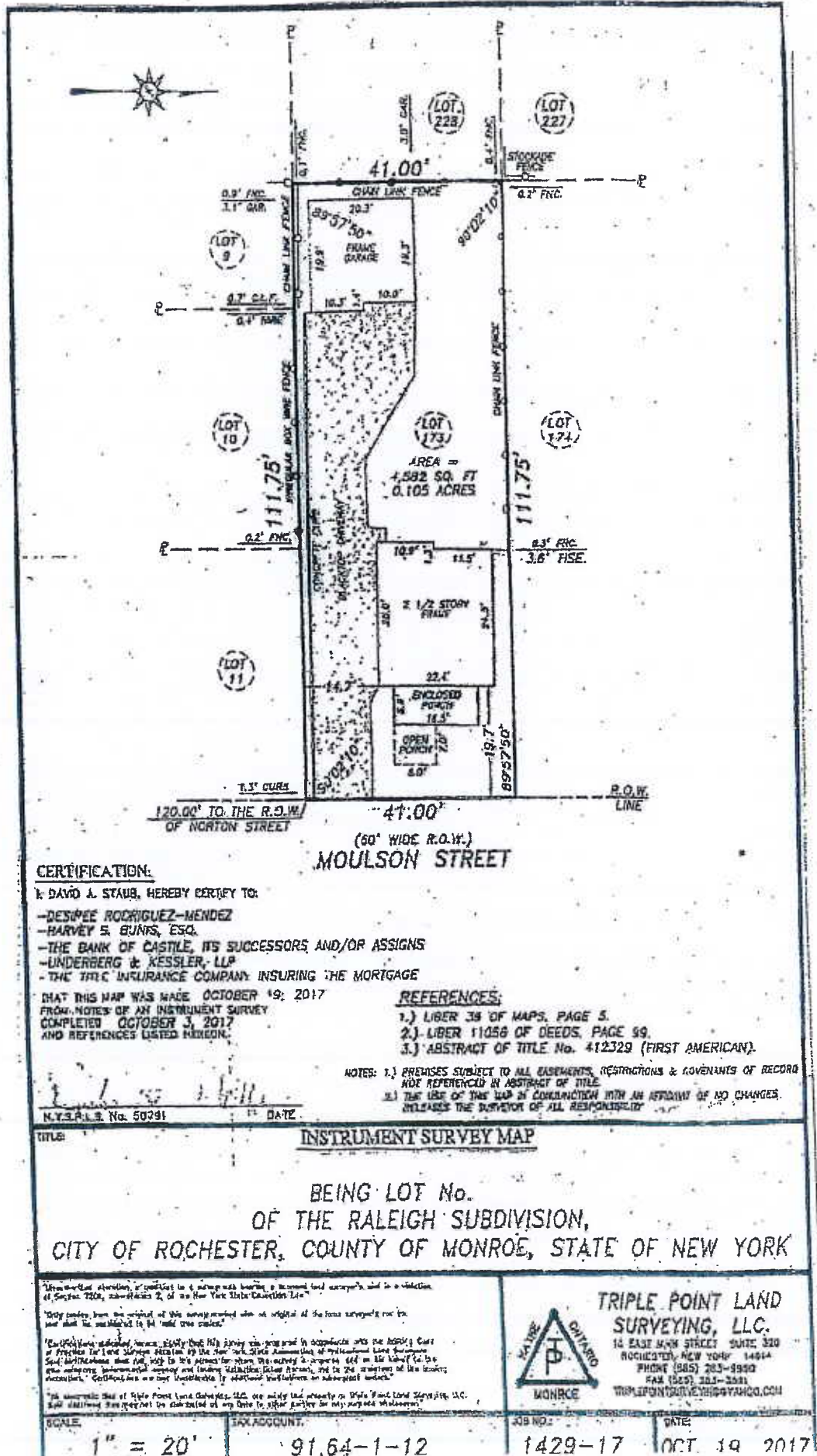
Helpful Hints:

- To obtain a CE 200 Exemption
 - <https://www.businessexpress.ny.gov/>
 - Workers' Compensation Board location at 130 W. Main Street (verify if open by calling 1-877-632-4996)
- Certificates for building permits are job-specific and a separate certificate will be required for each building permit.
- NYS does NOT accept "ACORD" Certificates nor will they accept faxed copies.

SAMPLE INSTRUMENT SURVEY MAP

NOTE:

- This is a sample of an Instrument Survey Map.
- The property owner should have received a copy at their closing.
- If you do not have one, you can check with your mortgage company or the attorney who handled your closing.
- The City does not keep copies of Instrument Survey maps.
- If you need to have a new one made, you need to call a Land Surveyor.



CERTIFICATION:

I, DAVID J. STAUB, HEREBY CERTIFY TO:
 -DESIRÉE RODRIGUEZ-MENDEZ
 -HARVEY S. BUNKS, ESQ.
 -THE BANK OF CASTLE, ITS SUCCESSORS AND/OR ASSIGNS
 -UNDERBERG & KESSLER, LLP
 -THE TRIC INSURANCE COMPANY INSURING THE MORTGAGE

THAT THIS MAP WAS MADE OCTOBER 19, 2017
 FROM NOTES OF AN INSTRUMENT SURVEY
 COMPLETED OCTOBER 3, 2017
 AND REFERENCES LISTED HEREON.

REFERENCES:

- 1.) LIBER 39 OF MAPS, PAGE 5.
- 2.) LIBER 11056 OF DEEDS, PAGE 59.
- 3.) ABSTRACT OF TITLE No. 412329 (FIRST AMERICAN).

NOTES: 1.) PREMISES SUBJECT TO ALL EASEMENTS, RESTRICTIONS & COVENANTS OF RECORD
 AND REFERENCES IN ABSTRACT OF TITLE
 2.) THE USE OF THIS MAP IN CONNECTION WITH AN AFFIDAVIT OF NO CHANGES,
 INCLUDES THE SURVEYOR OF ALL RESPONSIBILITY

N.Y.S.A.L.S. No. 50291

DATE

TITLE:

INSTRUMENT SURVEY MAP

BEING LOT No.
 OF THE RALEIGH SUBDIVISION,
 CITY OF ROCHESTER, COUNTY OF MONROE, STATE OF NEW YORK

When marked elevations are provided in a survey with bearings, a normal level correction shall be a condition of Section 220a, sub-section 2, of the New York State Constitution.

Only copies from the original of this surveying plan or original of the town surveyor's plan for use shall be authorized by the said town clerk.

Each of these indicated means signify that the survey was prepared in accordance with the Surveying Code of Practice for Land Surveyors adopted by the New York State Association of Professional Land Surveyors. Said measurements shall not only be in strict conformity with the surveying Code, but also in full compliance with the provisions of the Surveying Code and the provisions of the Surveying Code and the provisions of the Surveying Code.

The electronic files of Triple Point Land Surveyors, LLC, are only valid if they are signed by Triple Point Land Surveyors, LLC. Said electronic files may not be distributed or any other use other than for the intended purpose.

SCALE

1" = 20'

TAX ACCOUNT

91.64-1-12

JOB NO.

1429-17

DATE

OCT. 19 2017



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