

**Town of Poughkeepsie  
Deck/Open Porch  
Enclosed Unheated Porch  
Building Permit Application**

**Received:**

**Permit #** \_\_\_\_\_

Property Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Grid Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Owners Name: _____	Phone: (H) _____	(W) _____
Address: Street: _____	City: _____	State: _____ Zip: _____

Builders Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*1) Attach Contractors workman comp. C105.2 or U26.3 or certificate of exempt and Disability DB 120.1 or CE-200 exempt*

Arch/Eng Name: _____	Phone: _____
Address: Street: _____	City: _____ State: _____ Zip: _____

Electrician : \_\_\_\_\_ Phone: \_\_\_\_\_ (separate electrical permit needed)

Address: Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Electrical Inspection Agency \_\_\_\_\_ (Attach Agency Application Form)

Project Description: \_\_\_\_\_

Is the property located in a flood zone? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, a floodplain development permit is required.</i>
Are any wetlands located on the property? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Please contact the Planning and Engineering Departments for information on wetlands and floodplains.</i>

Percent Lot Coverage: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

*The Owner/Applicant agrees to conform to all applicable laws of this jurisdiction, adhere to the plans and specifications affixed hereto and permit Building Department personnel to perform required inspections.*

Applicant's Name: (If different than owner) \_\_\_\_\_ (attach letter of agency)

Owner/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Occupancy Class: _____	Construction Type: _____
Application fee:	50.00
Square footage of deck/open porch _____ sq ft X .20/sq ft = _____	
Square footage of unheated enclosed porch _____ sq ft X .30/sq ft = _____	
Receipt # _____	Total Fee _____

Please attach the following:

SITE PLAN (see attached example)

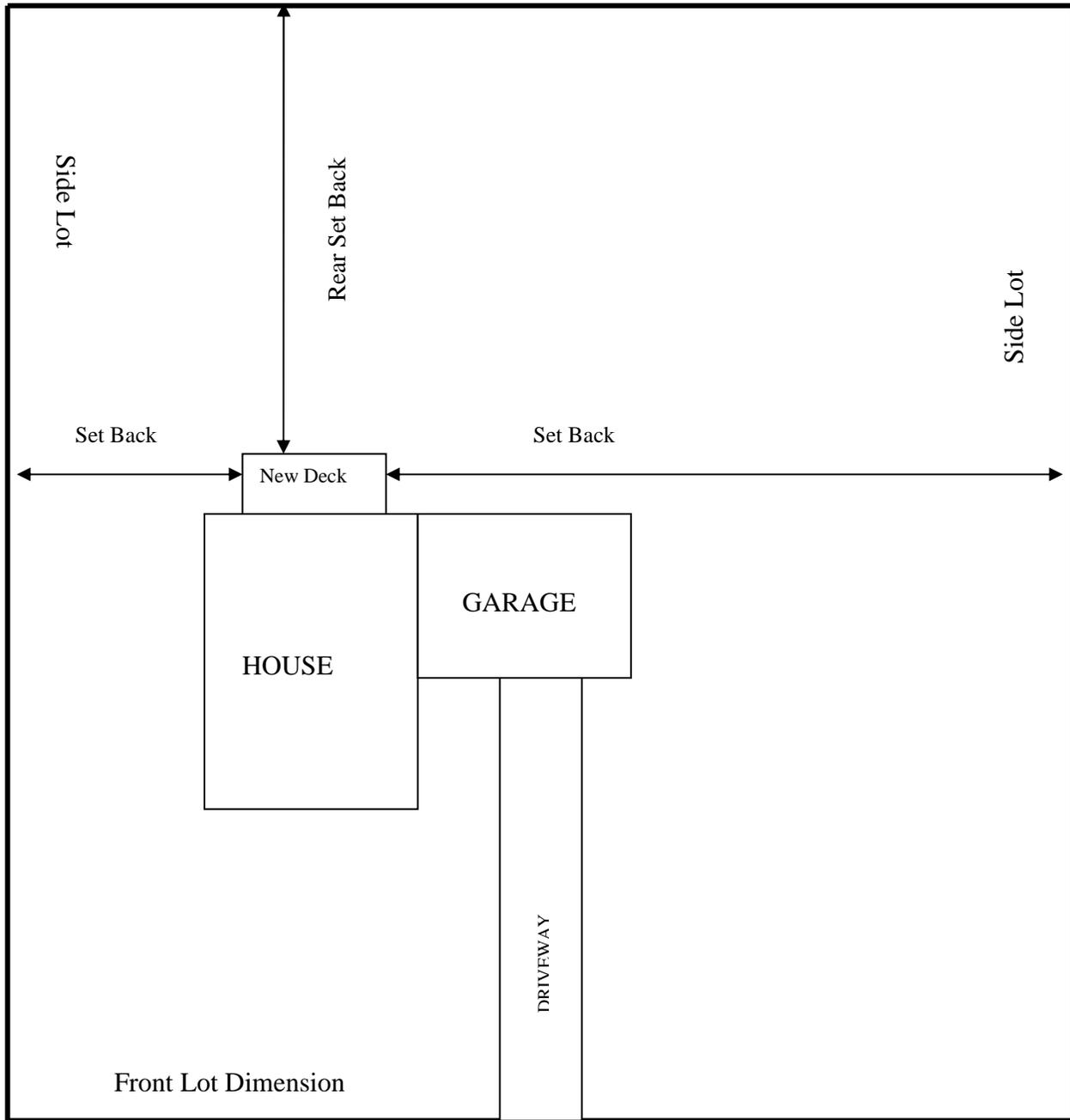
- \_\_\_ Lot dimensions--all sides
- \_\_\_ Size and location of any easements or right-of-ways
- \_\_\_ Names and locations of all adjacent streets
- \_\_\_ Locations of proposed and existing structures
- \_\_\_ Setback dimensions--front, rear, and all sides
- \_\_\_ Outside building dimensions and distances between buildings on building site
- \_\_\_ Driveways, exterior stairs, landings, patios, and decks

BUILDING PLANS (two complete sets required)(see attached example)

- \_\_\_ Overhead view of deck
- \_\_\_ Cross section of deck (one cross section for each different area of deck)
- \_\_\_ Stairway width, rise, run, landing size, handrail heights
- \_\_\_ Guardrail height and pattern (required for decks over 30" above grade)
- \_\_\_ Typical footing size, depth, and reinforcement
- \_\_\_ All connection types(post to girder, ledger to house, etc.)
- \_\_\_ Joist size, spacing, grade and species of lumber and spans
- \_\_\_ Solid blocking
- \_\_\_ Size and material of all girders

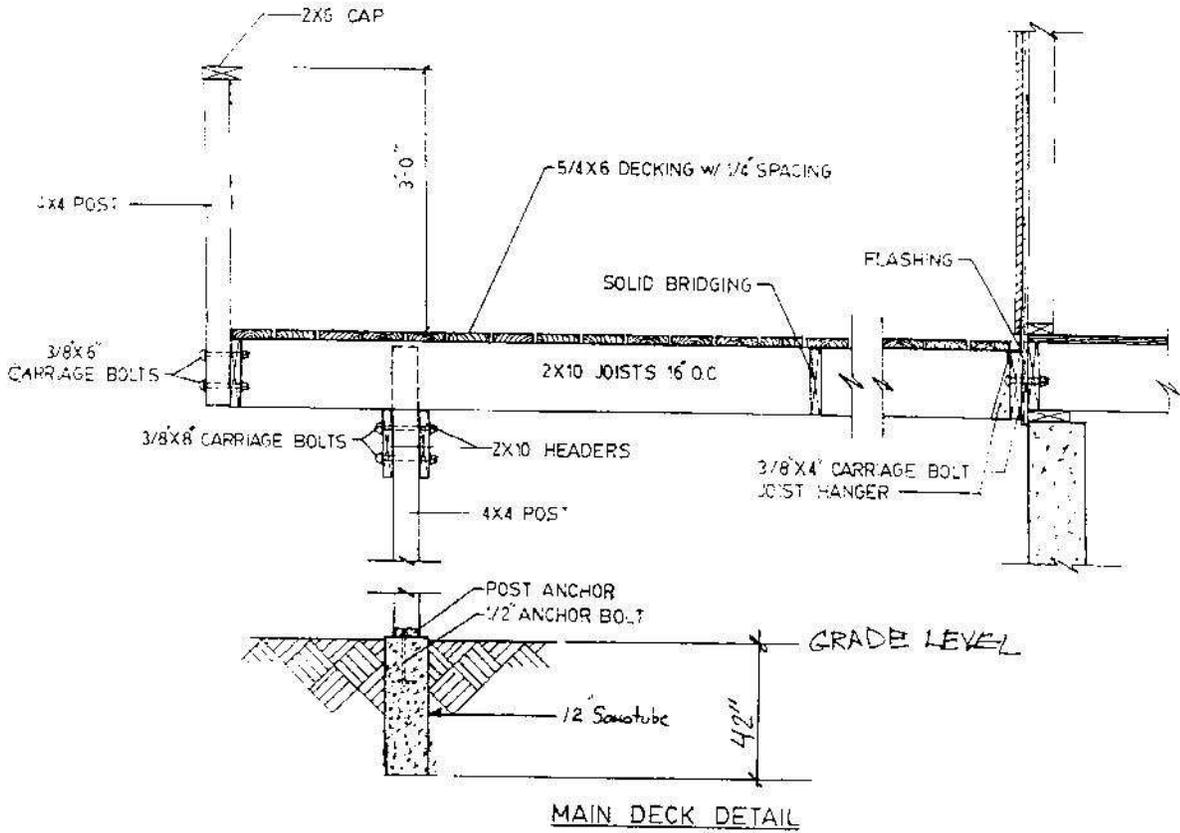
\*PLEASE NOTE ON SITE PLAN IF CORNER LOT

Rear Lot Dimension



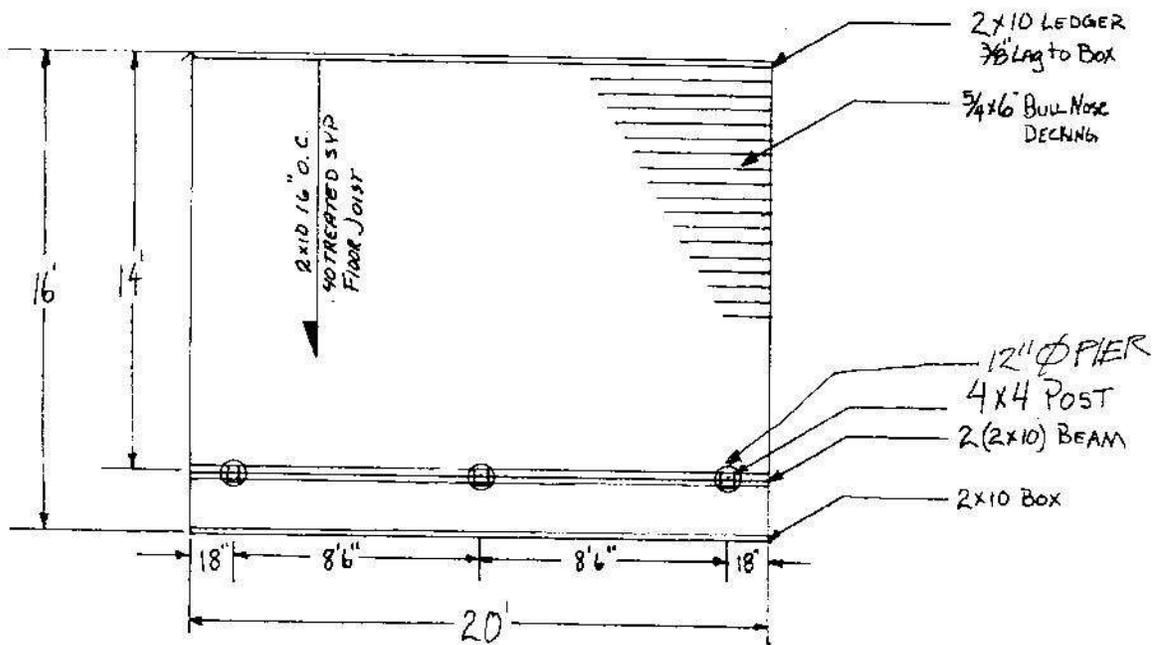
STREET NAME & NUMBER

NAME:  
ADDRESS:  
PHONE:



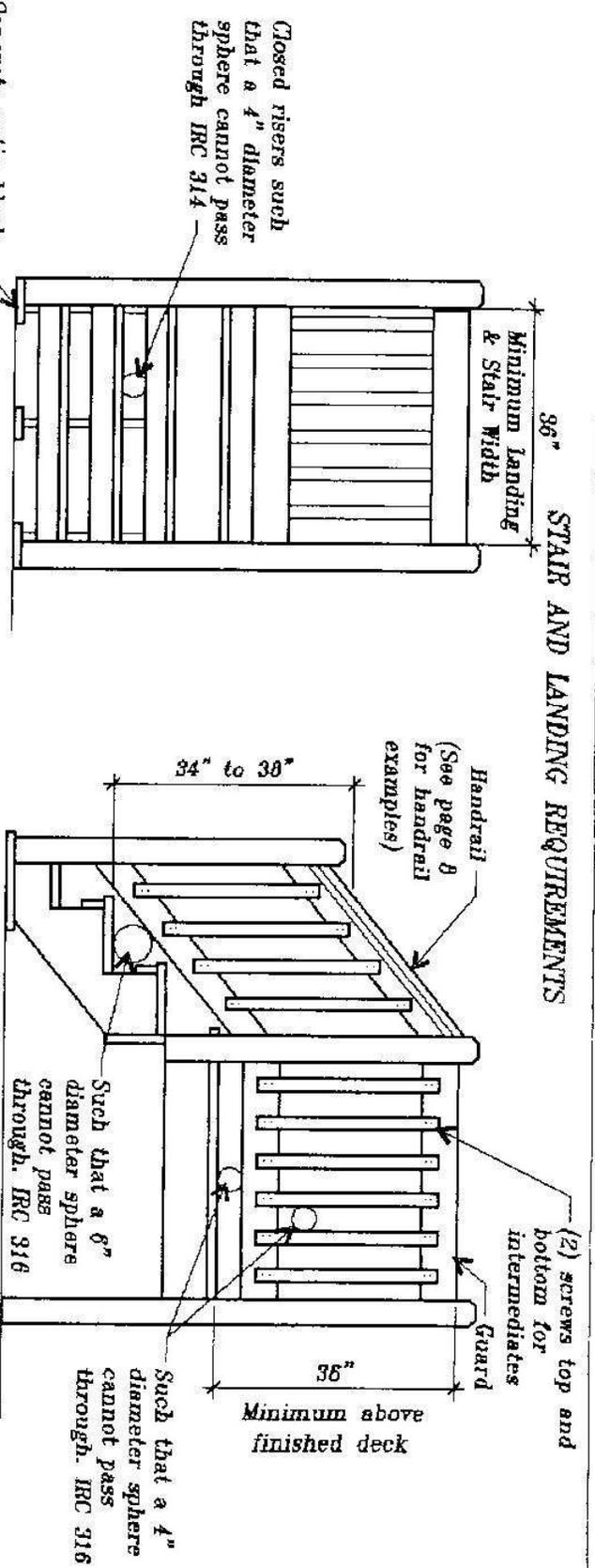
SAMPLE DRAWING

16' x 20' DECK  
 ALL LUMBER .40 TREATED SYP  
 #2 OR BETTER



Sample Drawing

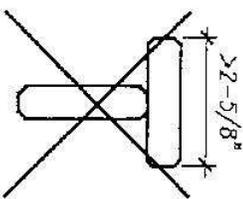
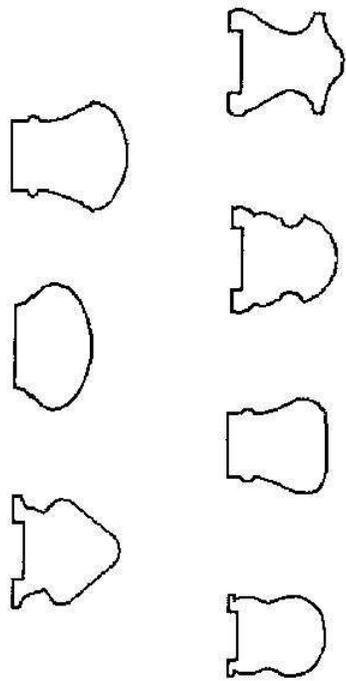
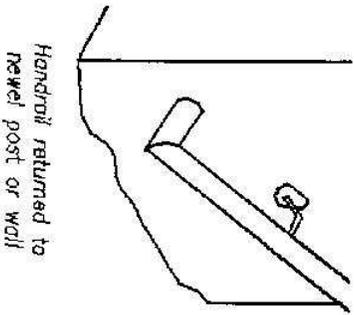
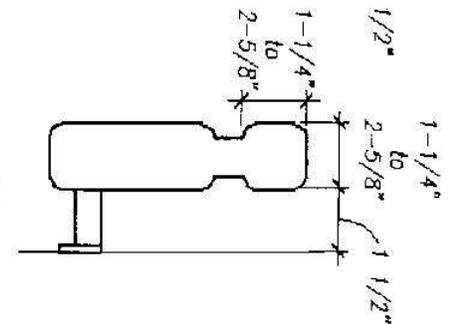
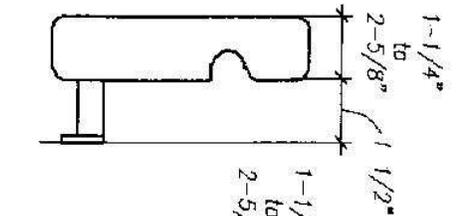
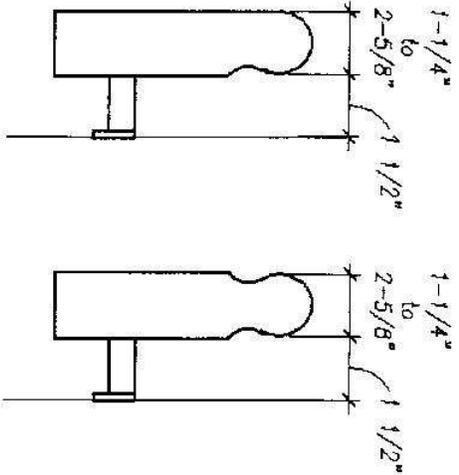
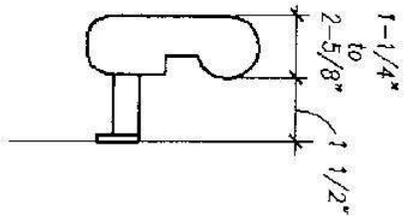
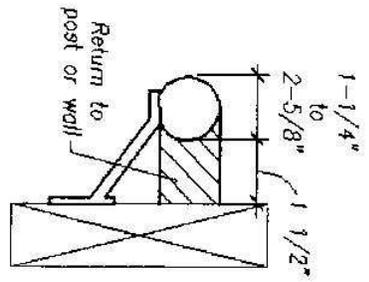
**STAIR AND LANDING REQUIREMENTS**



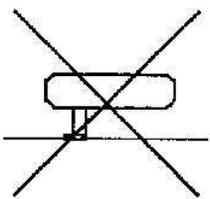
**General Building Code Requirements**

1. Stairways shall be supported on concrete or treated lumber footings.
2. Stairways to have a minimum width of 36" with a max rise of 8 1/4" and a min. run of 9". The greatest riser height or tread depth in a flight of stairs shall not exceed the smallest by more than 3/8". IRC R314
3. A stairway with 2 or more risers shall have a handrail 34" to 38" above the nose of the tread to the top of the handrail. IRC R316
4. The handrail shall be continuous the full length of the stairway and shall terminate at a newel post or safety terminal. IRC R315
5. A minimum 36" x 36" landing is required at the top of stairs. A landing or flat ground may be used at the bottom of stairs. IRC R312
6. The triangle area between the stair riser and tread at the bottom of the guard must be such that a sphere 6" in diameter cannot pass through. IRC R316
7. All decks, balconies or porches which are more than 30" above grade or a floor below must be protected by a guard a minimum of 36" above the finished surface. Guards and stair railings shall have horizontal, vertical or diagonal intermediate rails through which a sphere 4" in diameter cannot pass through. IRC R316

ACCEPTABLE HANDRAIL EXAMPLES



Not acceptable



Not acceptable

**IRC R315.2: Handrail Grip Size**  
 The handgrip portion of handrails shall have a circular cross section of 1-1/4" minimum to 2-5/8" maximum. Other handrail shapes that provide an equivalent grasping surface are permissible. Edges shall have a minimum radius of 1/8".