

Application for Deck, Porch, or Accessory Structures Permit



PLANNING & BUILDING DEPARTMENT
 85 EAST MAIN STREET 585-742-5035
 VICTOR NY 14564 585-924-0202 FAX
 www.townofvictorny.gov codes@townofvictorny.gov

INSTRUCTIONS

*The undersigned hereby makes application for the work indicated on this form and required documentation. This application is to be reviewed by the code enforcement official, whose review will be based on the supplied documentation.
 The permit will be issued when all review notes are addressed, contractor insurances are on file, and permit fees are paid.*

COMPLETE PERMIT PACKAGE CHECKLIST

Incomplete applications will not be accepted

- Completed application
- Design plans showing:
 - All pertinent dimensions
 - Post hole depths
 - Beam sizes & locations
 - Stair locations & details
 - Shed only: On skids or foundation
- Proposed plot plan showing proposed work
- Contractor insurances
- Truss or rafter plans
- Post sizes & locations
- Floor joist size & spacing
- Handrail & guardrail details
- Method of attaching to house, if applicable

APPLICATION INFORMATION

Address of Job Site _____

Work Start Date _____

Estimated Value of Work _____

Estimated End Date _____

- Nature of Work: deck 3 season room shed garage
 porch enclosed porch pole barn/ barn other (_____)

Size (in sq. ft.): _____

**OUR OFFICE ISSUES COMMENTS AND FINAL CERTIFICATES VIA EMAIL.
 PLEASE DOUBLE CHECK EMAIL ADDRESSES.**

Applicant's Name _____	Best phone # _____
Applicant's Address _____	
Applicant's Email _____	
Owner's Name _____	Best phone # _____
Owner's Address _____	
Owner's Email _____	
Contractor's Name _____	Best phone # _____
Contractor's Address _____	
Contractor's Email _____	

BUILDING OWNER CERTIFICATION

To be signed by owner (if not applicant) or submit a letter

I, _____, hereby certify that I have full knowledge of the proposed work as described herein and take no exception to such activity. I understand I cannot occupy or use area of work until completed and final certificates are issued by the Town of Victor. I further understand it is ultimately my responsibility that the project meets the NYS Uniform and Building Codes and the local zoning code.

Signature of Owner/title: _____ Date _____

Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQRA Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.

Signature of Applicant: _____ Date _____

16Dec24 Version

For Office Use Only

Signature _____ Date _____

Examined by _____

Total Permit Fee _____

Approved/Denied by _____

Receipt # _____

Permit # _____

Date Issued _____