

**Village of Menands**  
**Deck Construction Information Sheet**

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1. All Building Permit Applications submitted for projects that include the renovation of a deck or the construction of a deck must be accompanied by a Deck Construction Supplemental Application. Please review the Deck Construction: General Technical Guidance document prior to submitting the Building Permit Application and Deck Construction Supplemental Application.
2. All information on the Deck Construction Supplemental Application is to be completed as requested. Information may be typed or handwritten in ink.
3. As stated within the Building Permit Application, submission of three (3) site plans is required. Site plans must show the location and dimensions of the lot, all existing or proposed structures on the premises, and the setback distances between existing or proposed structures and adjoining property lines or public streets.
4. Submission of three (3) complete sets of design drawings detailing the proposed deck construction is required. Design drawings must show the proposed deck construction/renovation, including (if applicable):
  - a. Type, depth and dimensions of footings
  - b. Type of footing forms
  - c. Material selection and dimensions for posts, beams and joists
  - d. Spacing of joists
  - e. Beam and joist spans
  - f. Height of deck off grade
  - g. Overall dimensions of deck
  - h. Height of guardrail
  - i. Height of handrail
  - j. Spacing of guardrail balusters
  - k. Stair detail
  - l. Detail of connection(s) to existing structure
5. Design drawings shall be submitted on either 8.5-inch x 11-inch or 11-inch x 17-inch paper. Drawings should include specifications for any plumbing, mechanical or electrical work, if applicable. The Village reserves the right to request additional information, such as NYS Fire Code compliance. All plans for projects in excess of \$20,000 must be stamped by a licensed design professional. The Village reserves the right to mandate any project, regardless of cost, be stamped by a licensed design professional.
6. No work may commence without issuance of an approved building permit.
7. Any work authorized by a building permit must be available for inspection throughout the progress of the work.
8. Applicant shall call the Village to schedule the following inspections:
  - a. Footing inspection
  - b. Framing inspection
  - c. Final inspection

**Before digging, call Dig Safely New York excavation notification center at 1-800-962-7962 to locate utilities.**