



# TOWN OF WEBSTER

## BUILDING PERMIT APPLICATION

Office (585) 872-7036 • Fax (585) 872-4437 • buildingdept@ci.webster.ny.us  
1000 Ridge Road, Webster NY 14580

OFFICE USE  
BP# \_\_\_\_\_

**Applicant/Contact Person:**  Check if applicant is property owner

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Owner Information:**

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

E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Contractor:**  Check if not applicable (CE-200 will be required)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Job Site Address:** \_\_\_\_\_

**Description of Work:** SURVEY MAP TO SCALE SHOWING LOCATION OF WORK ON PROPERTY IS REQUIRED

**Zoning Board Approval:** Yes / No / Unknown

**Planning Board Approval:** Yes / No / Unknown

**Construction Cost:** \_\_\_\_\_

Note: Acceptance does not relieve the agent, architect, builder, engineer or owner from complying with any of the provisions of the NYS building codes, energy codes, SEQRA Act, local zoning etc., whether stated, implied or omitted in the plans and specifications submitted for the building permit.

By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations ordinances and orders.

(Signature of Property Owner or Agent for Property Owner)

Date

**FOR OFFICE USE ONLY:**

Lot Information: Front: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Rear: \_\_\_\_\_ Zoning: \_\_\_\_\_

Setbacks: Front: \_\_\_\_\_ Sides: \_\_\_\_\_ Rear: \_\_\_\_\_

Inspections Required:	
<input type="checkbox"/> Footing	<input type="checkbox"/> Rough Framing
<input type="checkbox"/> Foundation	<input type="checkbox"/> Rough Plumbing
<input type="checkbox"/> Insulation	<input type="checkbox"/> Under Slab Plumbing
<input type="checkbox"/> Final C/O	<input type="checkbox"/> Electrical Inspection
<input type="checkbox"/> Final C/C	<input type="checkbox"/> Other: _____

\_\_\_\_\_  
**Approved**



# TOWN OF WEBSTER

## Submission Requirements

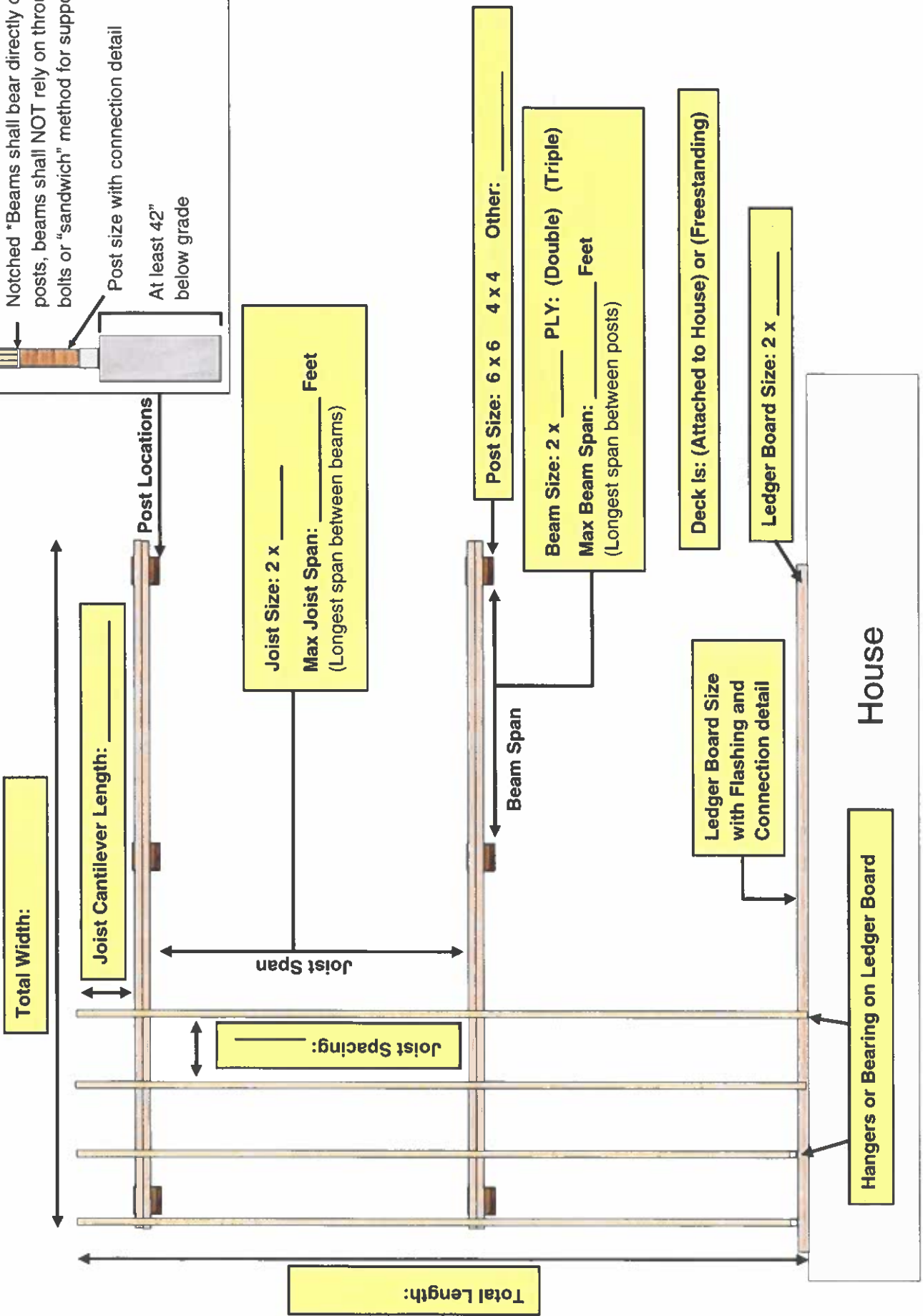
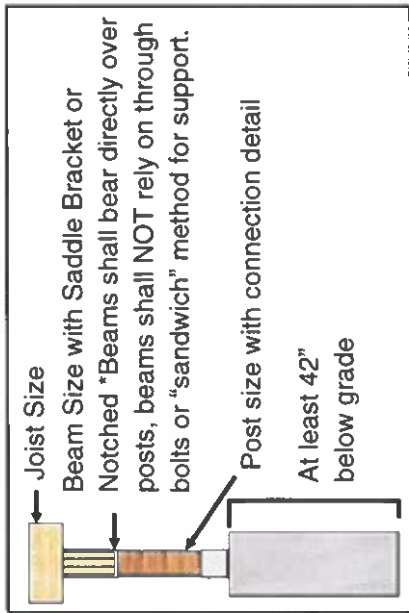
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- All submissions will be reviewed by the Building Inspector and Department of Community Development (if necessary) for any proposed construction project.
  - All **Applicants** must submit proof of the following: Liability Insurance & Workers' Compensation Insurance, unless a Certificate of Attestation of exemption from the NYS Workers Compensation Board (**CE-200**) is submitted waving Workers' Compensation.
  - All Certificates are required to list The Town of Webster, 1000 Ridge Rd, Webster, NY 14580 as certificate holder.
1. **New Homes:**
    - a. A completed building permit application
    - b. **Two (2)** sets of printed plans; **One (1)** set must be stamped by a licensed architect/engineer and will remain in the Building department, **plus** one additional copy of plans to be submitted in pdf format
    - c. Energy Conservation Construction Code (RES-check Comp. Certificate/or other approved method)
    - d. Manual "J"/ Heat Calculations, Plot/Tape Map
  2. **Additions to Residential Properties:**
    - a. A completed building permit application
    - e. Construction drawings (**Two (2)** sets of stamped Architectural drawings if construction is over \$20,000, **plus** one additional copy of plans to be submitted in pdf format)
    - b. Instrument Survey of the property showing location of construction project
  3. **Permits are also required for:** accessory structures, sheds, above & inground pools, decks, cabanas, gazebos, arbors, generators, finished areas such as basements or bonus rooms, egress windows or bilco doors, demolition of a building, tank removal etc. Also for all signs. **Please call the office at (585) 872-7036 or visit the website at [www.ci.webster.ny.us](http://www.ci.webster.ny.us) if you are unsure whether a permit is required for your project.**

*(the following information is not applicable to some of these items)*

    - a. A completed building permit application
    - b. **Decks** require a copy of the construction drawings with footings (size/ depth), framing (size/ spans), and square footage indicated
    - c. An Instrument Survey of the property showing location of construction project
    - c. **Interior renovations** require a floor plan; **finished basements** will require an egress window to be installed that meets NYS Building Codes and must be shown on the plans
  4. **Fences & Sheds**
    - a. A completed building permit application
    - b. If applying for a shed, specifications of shed must accompany the permit application
    - c. An Instrument Survey of the property showing location of construction project  
*(must follow guidelines for installation of sheds & fence, see website for complete details)*
  5. **Re-Roof**
    - a. A completed building permit application
    - b. Proof of Insurance, Liability & Workers' Compensation
  6. **Commercial: New Construction, Renovation & Additions**
    - a. A completed building permit application
    - b. **Two (2)** complete stamped sets of plans
    - c. Proof of Insurance, Liability & Workers' Compensation
    - d. Any necessary ComChecks, Water Usage, code reviews or other paperwork required after review

# Typical Deck Drawing Information Needed



Joist Size: 2 x \_\_\_\_\_ Feet  
 Max Joist Span: \_\_\_\_\_ Feet  
 (Longest span between beams)

Post Size: 6 x 6 4 x 4 Other: \_\_\_\_\_

Beam Size: 2 x \_\_\_\_\_ PLY: (Double) (Triple)  
 Max Beam Span: \_\_\_\_\_ Feet  
 (Longest span between posts)

Deck Is: (Attached to House) or (Freestanding)

Ledger Board Size: 2 x \_\_\_\_\_

Ledger Board Size with Flashing and Connection detail

Hangers or Bearing on Ledger Board

House

Total Length: \_\_\_\_\_

Total Width: \_\_\_\_\_

Joist Cantilever Length: \_\_\_\_\_

Joist Spacing: \_\_\_\_\_

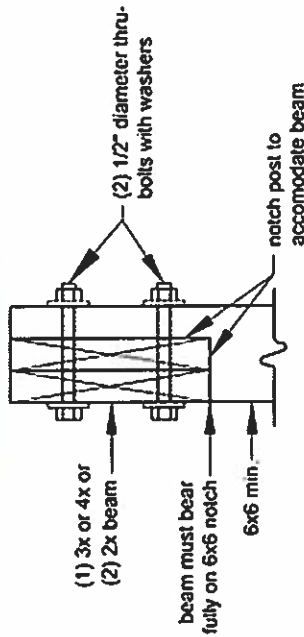
Post Locations

Beam Span

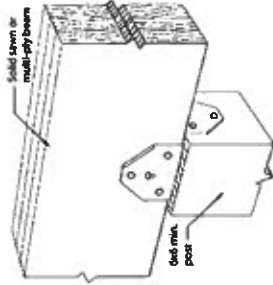
Joist Span

# RESIDENTIAL DECK CONSTRUCTION GUIDE

## NOTCHED POST



## POST WITH CAP



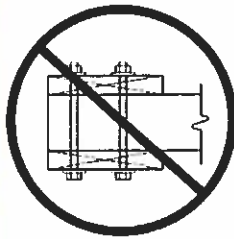
## JOIST SPAN CHART

Species	Joist Spacing (o.c.)		
	12"	16"	24"
Southern Pine	2x8	10'-6"	10'-6"
	2x10	15'-2"	13'-1"
	2x12	18'-0"	15'-5"

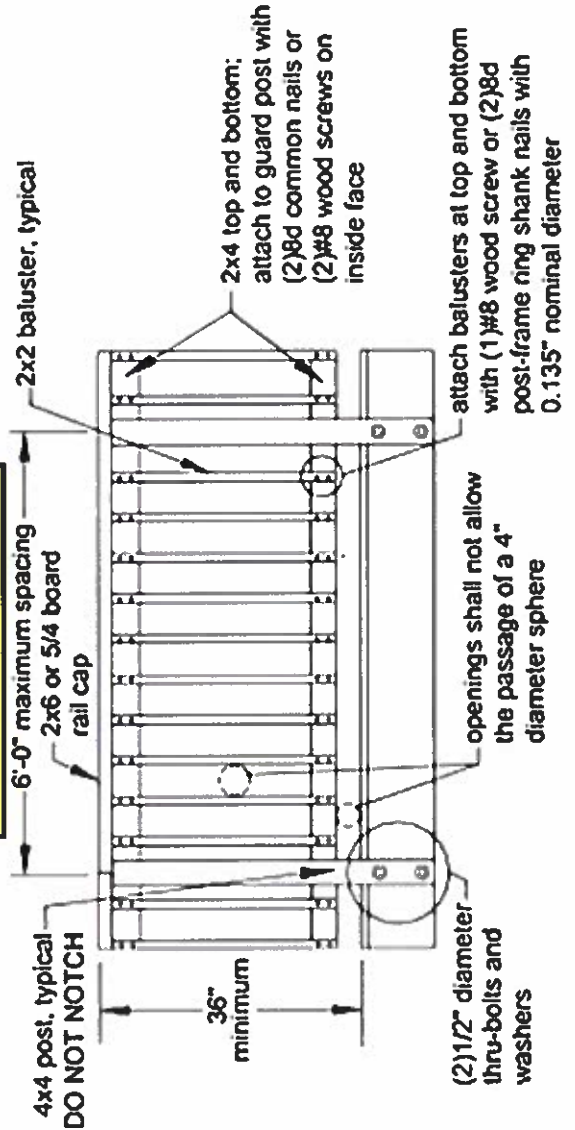
## BEAM SPAN CHART

Species	Joist Spans (L <sub>j</sub> ) Less Than or Equal to:						
	6'	8'	10'	12'	14'	16'	18'
Southern Pine	2-2x6	7'-1"	6'-2"	5'-6"	5'-0"	4'-8"	4'-1"
	2-2x8	9'-2"	7'-11"	7'-1"	6'-6"	6'-0"	5'-3"
	2-2x10	11'-10"	10'-3"	9'-2"	8'-5"	7'-9"	7'-3"
Southern Pine	2-2x12	13'-11"	12'-0"	10'-9"	9'-10"	9'-1"	8'-0"
	3-2x6	8'-7"	7'-8"	6'-11"	6'-3"	5'-10"	5'-2"
	3-2x8	11'-4"	9'-11"	8'-11"	8'-1"	7'-6"	6'-7"
3-2x10	14'-5"	12'-10"	11'-6"	10'-6"	9'-9"	9'-1"	8'-7"
	3-2x12	17'-5"	15'-1"	13'-6"	12'-4"	11'-5"	10'-1"

## SANDWICH METHOD PROHIBITED



## RAILING/GUARD DETAIL



## STAIR DETAIL

