

# Application for Deck, Porch, or Accessory Structures Permit



## Village of Wellsville

156 North Main Street  
Wellsville, NY 14895  
www.wellsvilleny.com

585-596-1755  
585-593-7260 FAX  
jofenske@wellsvilleny.com

### 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

- Completed application      **Incomplete applications will not be accepted**
- Design plans showing:
- All pertinent dimensions
  - Post hole depths
  - Beam sizes & locations
  - Stair locations & details
  - Shed only: On skids or foundation
  - Truss or rafter plans
  - Post sizes & locations
  - Floor joist size & spacing
  - Handrail & guardrail details
  - Method of attaching to house, if applicable
  - Proof of WC/DIS (one of the below)
    - Exemption Form CE-200
    - Proof of Insurance Coverage C105.2 or U26.3
    - Homeowner ONLY - BP-1

### 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.): \_\_\_\_\_

Is the property located in the floodplain? \_\_\_yes \_\_\_no    If yes, a Floodplain Development Permit may also be required.

**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 _____	

