



Town of Moreau

Building and Zoning Dept.

Town Office Complex

351 Reynolds Road

Moreau, NY 12828-9261

Phone: (518) 792-4762 ~ Fax: (518) 792-4615

DECK / PORCH APPLICATION REQUIREMENTS

No construction activities begin until an approved permit is issued

TWO SETS OF THE FOLLOWING INFORMATION MUST BE PROVIDED (ONE ORIGINAL AND ONE COPY)

Here's what the office needs from you to get your permit approved quickly!

Documents You Provide:

- **Site Plan** – showing property boundaries and deck/porch placement with distance from *property lines, septic, water.*
- **Signed Application Form** – completed with contact information.
- **Fee Payment** – Cash, check, card.
- **Deck info** – Rendering of project; a profile and an aerial, with list of materials. Foundation, Framing, Cross Sections, Elevation.
- **Insurance** – *from contractor or homeowner

What We'll Handle:

- Building & Zoning Review
- Building Code Compliance
- Communication with Town Officials

Common Pitfalls :

(Let's avoid delays!)

- *Submitting outdated or incomplete forms*
- *Missing measurements or unclear site photos*
- *Forgetting signatures & insurance information*

*Why ACORD Forms Don't Cut It

ACORD forms are **not accepted** as proof of Workers' Compensation or Disability Benefits coverage under New York State law. They're considered generic and don't meet the specific documentation standards required by the Workers' Compensation Board.



TOWN OF MOREAU DECK / PORCH APPLICATION

LOCATION INFO

PROJECT ADDRESS _____ TAX MAP / SBL _____

ZONING _____

OWNER INFO

Name (PRINT) _____
ADDRESS (If different from above) _____

CONTACT INFO PHONE / EMAIL

P: _____
E: _____

CONTRACTOR INFO (if applicable)

PERSON / COMPANY (PRINT) _____
ADDRESS _____

CONTACT INFO PHONE / EMAIL

P: _____
E: _____

DIMENSIONS OF DECK: _____ X _____ COMPLIANCE RESPONSIBILITY(NAME) : _____

MATERIAL SPECIFICATION	SIZE	MATERIAL	PROPERTY INFORMATION
Footings			PROPERTY SIZE: _____ ACRES
Reinforcement			
Columns/Piers			
Framing:			SETBACKS: FRONT _____ BACK _____ SIDE _____ SIDE _____
Girders/Beams			
Posts			
Joists			
Ledger			Corner Lot: YES or NO (Circle one)
Flashing			
Rafters			
Ridge Board			
Decking			
Stairs			
Landings			
Handrails			
Guards			



I affirm that the information I have given on this application is correct and complete and I understand that the Town will rely on this information in making its decision.

(PRINT)NAME: _____ (SIGN) NAME: _____

Official Use Only

Permit Fee: \$ _____ Issue Date: ____/____/____ Expire Date: ____/____/____ Permit #: _____

Building Inspector: _____ Date Approved: _____

Zoning Coordinator Approval:

REQUIRED INSPECTIONS

24 HOUR NOTICE REQUIRED

INSPECTIONS REQUESTED VIA VOICEMAIL MAY NOT BE SCHEDULED

- **SITE** Inspection
- **FOOTINGS** (before pouring concrete)
- **FRAMING** (before closing walls in)
- **FINAL** Inspection (All required work must be complete before a Certificate of Occupancy/Compliance can be issued)

Final Inspections are a critical step in closing out any permitted project.

Final Inspection Requirements

- Before a Certificate of Compliance is issued, the Building Inspector evaluates the work to ensure it complies with all applicable codes and regulations.
- Any deficiencies found must be corrected, and sometimes a re-inspection is necessary to confirm compliance.

Closing the Permit

- Once the inspector signs off, the Town can officially issue the Certificate of Compliance.

Only then is the permit closed in the system, signaling that the project is officially approved and finalized.

