



Interior Alterations, Detached Accessory Structures, and Decks

CONSTRUCTION DOCUMENTS:

The requirements for construction documents on **interior alterations** involving non load bearing systems within a **one-family dwelling** (i.e. garage conversion), the construction of decking **less** than 30 inches high, a detached accessory structure **no larger** than 300 square feet and **no taller** than 10 feet, containing no finish, including plumbing or heat are as follows:

Homeowner may draw their plans **AS LONG AS THEY ARE NEAT AND ACCURATE**. It is against the law (NYS ED Law) to pay a third person unless they are a registered architect or engineer to prepare these drawings for you.

We will accept neatly prepared drawings meeting the following **MINIMUM STANDARDS**:

1. Three sets of plans drawn neatly, legibly and to scale on graph paper in ink.
2. Plans may be no smaller than 8 ½" and 11" and no larger than 24" X 36".
3. For all applications a floor plan of each floor of the home must be submitted. The size and use of all rooms, the location and sizing of all windows, doors and stairways must be shown.

Along with the **3 sets of plans**, please also submit the following:

The building permit application **completely** filled out with the property owner's signature notarized.

Three copies of a survey showing the proposed construction (can be hand-drawn in) and also property setbacks. Setbacks are how many feet proposed structure is going to be from side, rear and front property lines. Survey must accurately depict all existing structures on property.

Fee: A \$200 non-refundable fee is required at time of permit application submission. When the permit has been approved, an additional fee of \$0.35 per square foot will be required.

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