



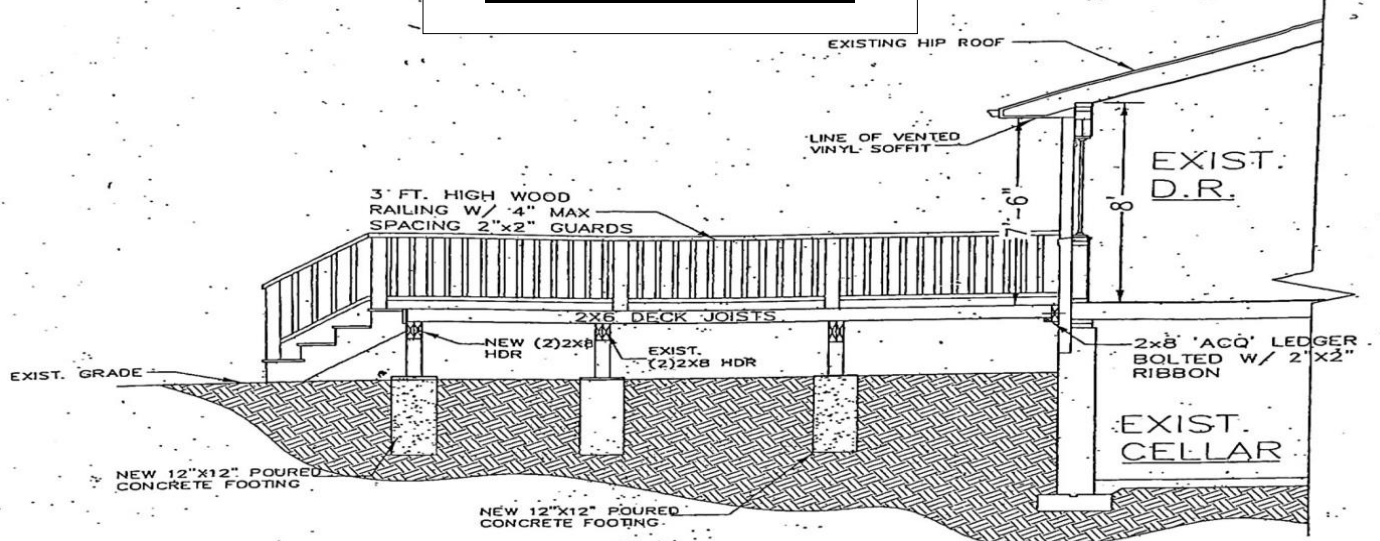
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**Town of Hempstead
Department of Buildings**
1 Washington Street, Hempstead, N.Y. 11550-4923
(516) 538-8500

**FILING INSTRUCTIONS FOR BUILDING PERMITS FOR A
RESEDENTIAL DECK**

1. [An Affidavit of Property Owner Form](#)
 2. An unaltered survey by a licensed land surveyor, showing the plot and all existing buildings and structures.
 3. A Copy of the subject plot plan
 4. Complete and comprehensive construction drawings suitable for a New York State Code Review. (See *Below Example*).
 5. [An Affidavit of no Plumbing and Electrical](#) is required with all applications for repairs of a limited scope with no electric or plumbing work associated with the project.
- **Photographs of documents will not be accepted. All documents must be scanned and uploaded as a PDF**

Deck Drawing Example



SECTION

$1/4" = 1'-0$

NOTE:

Second Story Decks require Sign and sealed drawings from an Architect or Engineer.

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