

Town Of Mt. Pleasant
Application Check list for
Decks & Sun Rooms

- Building permit application with required fees
- 3 copies of updated survey of property showing the location of deck or sun room
** if you have a Septic System you must provide a survey showing the location of the septic tank and fields.
- 3 copies of plans stamped by an architect or engineer
- Zoning Data Table
- Design criteria must be labeled
- All plans must have “Meets NYS. Building and Energy Codes” stamped on the drawings
- Insurance Certificates listing the Town Of Mt. Pleasant as the Certificate Holder (General Liability, Disability, Workmen Compensation)
- Westchester County Home Improvement License
- Code 53 (Dig Safely) number
- Surveys should have all easements “Town or Private” marked on them, with the proper width of easements labeled
- All wetlands should be clearly marked and labeled with the proper setbacks labeled
- If you have a septic system, you must Westchester County Board of Health Approval.
- When using existing footings for deck, you must verify the depth of the footings to meet code.
- If sunroom is to be placed on existing deck must have verification that the deck will be able to hold the new construction
- Storm water management / Drywell Drainage Calculations based on 6” / 25 yr storm