FENCE PERMIT CHECKLIST

► **Application** for permit must be filled out. Please make sure “Description of Work” is properly filled in.

► A copy of your **current property survey** must be attached to the application, with the project amendments drawn on the survey sheet (can be hand drawn) showing length, height and type of fence.

► **Fence code requirements:**
  a. Fence must be placed at least 6” from any property line. Any fence erected in a front yard shall be placed at least 1’ from the sidewalk, but in no event may it be less than 1’ back from the front line and/or property line.
  b. A fence shall not exceed a maximum height of 6’ for any residential property and 10’ for all other uses.
  c. Fences located in front yards shall not exceed a maximum of 4’ feet and must be less than 50% solid.
  d. The finished or “good” side of a fence, if different from the other side, shall face away from the property toward the adjacent property or boundary line.
  e. Fences may not be installed in easements.

► The owner or contractor is responsible for contacting the underground utilities **before any type of excavating is started.** Please call 1-800-962-7962 two (2) working days before you dig.

► If the homeowner is doing the project, an affidavit form must be filled out and notarized (both can be done at the Village Clerk’s Office). If a contractor is doing the work, they must submit current Insurance certificates (Workman’s Comp & Liability).

► Fence Permit Fees: Residential $75.00 plus $0.25 per linear foot
  Commercial $100.00 plus $.25 per foot

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**INSPECTION/FINAL INSPECTION REQUIREMENTS**

*Please call the Codes Enforcement Office (315) 635-2481 when the fence is completed.*

~ Please retain this sheet for your reference ~