



VILLAGE OF BALDWINSVILLE

Codes Enforcement Office



16 West Genesee Street

BALDWINSVILLE, NY 13027

Phone # (315) 635-2481 Fax # (315) 635-9231

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

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 ~