



FENCE PERMIT CHECKLIST

- ▶ Application for permit must be filled out. Please give a detailed description and total cost of the project in the spaces provided.
- ▶ 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 total 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 Dig Safe NY at **811** at least 2 working days *before* any type of excavating is started.
- ▶ If the homeowner is doing the project, a copy of your homeowner’s insurance declaration page must be submitted, and a workers’ compensation exemption affidavit form must be filled out and notarized (can be done at the Village Clerk’s Office). If a contractor is doing the work, they must submit current insurance certificates and/or exemption for Workers’ Comp & Liability.
- ▶ Fence Permit Fees: Residential \$ 75.00 plus \$.25 per linear foot
Commercial \$150.00 plus \$.25 per linear foot

INSPECTION/FINAL INSPECTION REQUIREMENTS

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

~ Please retain this sheet for your reference ~