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TOWN OF VILLENova

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Code Enforcement Office

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Assessor
Roger K. Newell

Justice
Ronald G. Lucas

Fence Permit Application Process

List of required documents to be submitted for Fence permit application approval

All applicable documents listed below must be fully completed and submitted to this office prior to the issuance of a building permit. Failure to submit any of the required documents or submittal of any incomplete documents, will result in a delay of the building permit being issued

- 1) Fence Application - A FULLY COMPLETED FENCE PERMIT APPLICATION including date, full name and address, phone #, fax #, e-mail of applicant, property owner, and contractor. Building site address, section block and lot number, scope proposed work and signature of the property owner. (land contract owner signature shall not be approved)
- 2) Site Plan - A site plan including the location of the new fence including length, height and setback measurements from lot lines must be submitted prior to the approval of a building permit.
- 3) Workers Compensation Document – ALL PERMITS REQUIRE ONE OF THE FOLLOWING FIVE NYSWCB DOCUMENTS BE SUBMITTED PRIOR TO THE APPROVAL OF A BUILDING PERMIT
(All NYSWCB forms are submitted under penalty of perjury, a felony, carrying penalty up to four years in prison)
 - a) BP-1 Form..... If ALL work is being done by homeowner – no contractors working on project (40 hour rule) Form can be printed at www.wcb.state.ny.us
 - b) CE-200 Form.....Exemption for sole proprietor contractor that is not required to carry workers comp Not a waiver of workers compensation (does not apply to subcontractors) Form can be completed at www.wcb.state.ny.us or call 866-546-9322
 - c) C-105.2 Form.....For contractors covered by private N.Y.S. licensed insurance carriers (SI-12 Self Insur)
 - d) U-26.3 Form.....For businesses insured by the N.Y.S. insurance fund
 - e) DB-120.1 Form...For businesses with Certificate of Disability Benefits (DB-155 for Self Insurance)
- 4) A Certificate of Compliance can be obtained at the building inspectors office after final inspection and any or all remedies have been completed.

REQUIRED SITE PLAN DRAWING

- 1) Draw the lot size (record the total acreage and distance in feet of all sides of property)
- 2) Draw the location of any existing buildings on property and any buildings on adjoining property within 10 feet of property lines. (record all building sizes and distances)
- 3) Draw the location of the proposed work in relation to attached or surrounding buildings (record all distances)
- 4) Measure and record distance of front yard setback, side yard setback, rear yard setback of proposed fence

DRAW SITE PLAN HERE OR ATTACH DRAWING TO APPLICATION
(Drawn to Scale)

Signature of Property Owner

Application is hereby made to the Town of Villenova for the issuance of a Fence Permit. The undersigned has submitted a completed application, a site plan drawing, worker compensation documents, which are hereto attached, incorporated into and made a part of this application. In consideration of the granting of the permit hereby petitioned for, the undersigned hereby agrees that if such permit is granted, he/she will comply with the terms pursuant to the Town of Villenova Zoning Code, the New York State Fire Prevention, Dig Safely New York and Building Codes and Standards for construction of new fencing. He/she will preserve the established building line; and have full notification to the Code Enforcement Officer upon start of construction, allow for periodic inspections. The undersigned hereby certifies that all of the information in this petition is correct and true.

Signature of Property Owner _____ Date _____

1. The Fence permit placard MUST be displayed in a conspicuous location on the building site until construction is complete and a Certificate of Compliance is issued.
2. Any deviation from the original approved plans shall require submittal of new drawings showing all proposed changes and approval by the Code Enforcement Official.
3. Inspection is required upon completion of the work. Failure to call for an inspection may result in a delay in the issuance of a Certificate of Compliance
Final Inspection is preformed only when all required work is completed .
4. CALL DIG SAFELY NEW YORK TWO FULL WORKING DAYS BEFORE YOU DIG
CALL 811 or 1-800-962-7962
5. The work covered by this application shall not be started prior to the issuance of the building permit.
6. If you have any questions at any time or to schedule an inspection, you may call the Code Enforcement Officer, David H. Crossley at 640-3093