

TOWN OF LENOX
APPLICATION FOR FENCE PERMIT

INSTRUCTIONS

- A. This application **must** be typewritten or completed in ink and submitted to the Town Hall or the Code Enforcement Officer.
- B. Any fence to be erected within the Town of Lenox shall require a fence permit from the Code Enforcement Office. A fence permit application shall be filled out by the applicant and approved by the Code Enforcement Officer prior to any construction of a fence.

DEFINITION OF FENCE- Any densely planted or constructed barrier of plant material, wood, masonry, stone, wire, metal or any other manufactured material or combination of materials erected for the total or partial enclosure of areas.

C. Submittal Requirements:

1. A complete fence/wall permit application.
2. A site plan. Use survey map where possible. Locate clearly and distinctly all buildings whether existing and indicate all setbacks with dimensions from property lines. Give lot dimensions according to deed and show location and name of address and street. Show the location of the waste water treatment system (septic) and the water source (well).
3. A detail of fence Materials.
4. Drawings of all concrete, concrete masonry, or similar type material construction.

D. Any commercial or industrial application is required to have site plan approval from the planning board.

E. The Codes Department will approve or disapprove the plans within 10 business days.

F. THE WORK COVERED BY THIS APPLICATION MAY NOT BE STARTED BEFORE THE ISSUANCE OF A FENCE PERMIT. A Fence Permits shall be effective to authorize the commencement and completion of work in accordance with this application, plans and specifications on which it is based for a period of 12 months after the date of issuance. For good cause the enforcing officer may allow such extension of time, as he may deem reasonable. Where the work described in the application, plans and specifications is not completed within the period allowed by the permit or performed according to this application and any extension thereof, the enforcing officer may order the owner of the premises to remove any fence which he shall deem detrimental to public health, safety or welfare.

H. Upon the approval of the application, the Code Enforcement Officer will issue the fence permit to the applicant.

I. Notify the Code Enforcement Officer when work is ready for inspection. Refer to inspection Schedule with permit.

Note: If you have questions call:

Josh Stagnitti
Code Enforcement Officer
Town of Lenox/Village of Wampsville
205 S. Peterboro St.
Canastota, New York 13032
315-697-5575 Office
315-697-5514 Fax
Email: tolcodes@cnyemail.com

Office Hours

Monday Thru Friday
8:00 a.m. To 4:00 p.m.

FENCE PERMIT

APPLICATION NUMBER: _____	ISSUED DATE: _____
APPROVED BY: _____	ISSUED BY: _____
SIGNED: x _____ Zoning Officer	SIGNED: x _____ Administration
VARIANCE DATE: _____	ZONING DISTRICT: _____
OFFICIAL USE	

DATE: _____	TAX MAP NUMBER: _____
ADDRESS OF JOB SITE:	

NATURE OF WORK:

PROPOSED USE:

EXISTING USE:

PROPERTY OWNERS NAME: _____
ADDRESS: _____
PHONE NUMBER: _____

APPLICANTS NAME: _____
ADDRESS: _____
PHONE NUMBER, EMAIL: _____

APPLICANTS SIGNATURE: x _____

When was the last time you tested your smoke or carbon monoxide detector??

IMPORTANT NOTICES: READ BEFORE SIGNING!

1. Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Officer and must conform to the documents submitted, New York State Uniform Fire Prevention and Building Code and all applicable codes, rules and regulations.
2. It is the owner's responsibility to contact the Code Enforcement Office at 697-5575 at least 48 hours before any requested inspection. **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION UNTIL INSPECTIONS HAVE BEEN COMPLETED.** Otherwise, work may need to be removed at the owners or contractors expense to conduct the required inspections. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. **THE OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICER TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTIONS ARE LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTIONS.**
4. New York State Law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless a currently valid Worker's Comp and Disability Insurance certificate is attached to this application. If the contractor believes that they are not required to have the described insurance then the contractor must complete form C-105.21, attached hereto.
5. If a certificate of occupancy is required, the structure shall not be occupied until such certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to asbestos materials.
7. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I _____, the above named applicant, hereby attest that I am the lawful owner or agent of the property described within and affirm under penalty of perjury that all statements made by me on this application are true.

(Signature) x _____ Date: _____

(Print Name) _____

(Title) _____

