

# Fence

Building Permit Application- the application must be completed and signed by the owner of the property, or the owner may designate an agent to act on his/her behalf authorizing the agent to obtain and be responsible for all matters pertaining to said permit, by signing a letter to that effect.

Owner of the property- must submit proof of ownership by a copy of the deed.

Fence details - Need to submit the size of the fence. Maximum 6' high from the natural grade.

Set Backs to property lines- Show location of fence on a survey of property or draw on sheet of paper and show left, right front and back setbacks. If fence is to be on the property line a survey will be required.

Workers' Compensation and Liability Insurance- Proof of insurance must be submitted from the contractor at the time of application. The Town of Lloyd is to be named certificate holder on the form. An exempt form can be submitted if there are no employees. A homeowner can get an exempt form at the Building Dept. Contractors with no employees can get an exempt form on the website [www.wcb.state.ny.us](http://www.wcb.state.ny.us)



**Building Permit Application**  
**Town of Lloyd**  
 12 Church St., Highland, NY 12528  
 845-691-2144 x112

Please supply **ALL** relevant data below. Please follow submission checklist to make sure you are submitting all required information. **Any missing information will result in a delay of the issuance of the permit.**

DATE OF APPLICATION: \_\_\_\_\_ BUILDING PERMIT # \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

SECTION-BLOCK-LOT # \_\_\_\_\_ COST OF CONSTRUCTION: \_\_\_\_\_

Proposed Structure Size: \_\_\_\_\_ Setbacks to Property Lines: Front \_\_\_\_ Rear \_\_\_\_  
 Left \_\_\_\_ Right \_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_ TENANT: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name, Number and email: \_\_\_\_\_

Contractor Name and Address: \_\_\_\_\_

Contact, Number and email: \_\_\_\_\_

The owner of the property covered by this application and the undersigned applicant agree to conform to all applicable laws of this jurisdiction, and NYSFP&BC, to adhere to the approved plans and specifications, and to permit the Code Enforcement Officer and Deputies to enter upon to inspect the property at all reasonable times.

Signature of Owner/Authorized Agent

Print Name of Owner/Authorized Agent

\_\_\_\_\_

\_\_\_\_\_

<b>TO BE COMPLETED BY THE BUILDING DEPARTMENT</b>	
REVIEWED BY: _____	DATE APPROVED: _____
APPROVED BY: _____	
FEE: \$ _____	CHECK # _____

## MEMORANDUM OF UNDERSTANDING

Owner of record: \_\_\_\_\_

Address: \_\_\_\_\_

Tax Map SBL#: \_\_\_\_\_

Building Permit # for this application: \_\_\_\_\_

The owner of this property covered by this application and the undersigned applicant agree:

1. To conform to all applicable laws of this jurisdiction and the NYS Fire Protection and Building Code.
2. To adhere to plans and specifications affixed hereto.
3. To permit the Building Inspector or the Deputy Building Inspector to enter upon to inspect the property at all reasonable times.
4. I understand and agree that all work this is covered prior to inspection shall be required to be uncovered for inspection.
5. I have read and understand the instructions on the Building Permit application.
6. Prior to application for Certificate of Occupancy, I understand that I will have to submit a certified "As Built" drawing, stamped by a New York State Licensed Land Surveyor, Licensed Professional Engineer, or Registered Architect.
7. The "As Built" drawing shall show all structures on the lot and the distances to the lot lines, the elevations of the first floor of the principal or new structure, location and contours of any structures controlling stormwater run-off and the location of any catch-basins on the property. Waiver from this requirement is issued only at the discretion of the Building Department Director.
8. I understand and acknowledge that state and local laws prohibit "any type of occupancy" without a Certificate of Occupancy being issued by the Town. Substantial fines and penalties can be accrued.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date