

**Town of Geneva
3750 County Road 6
Geneva, New York 14456**

**FENCE/WALL
PERMIT APPLICATION**

PROPERTY ADDRESS: _____

TYPE OF FENCE/WALL REQUESTED: (CHECK APPLICABLE AREA)

Fence/Wall Type: New: _____ Replacement: _____
 Stockade: _____ Chain Link: _____ Picket: _____ Mesh: _____
 Wood: _____ Metal: _____ Concrete/Stone: _____
 Other: _____

Is this Fence for a Swimming Pool enclosure: Yes: _____ No: _____

Height of Fence/Wall from grade: _____

Location of Fence/Wall: Rear Yard: _____ Side Yard: _____ Front Yard: _____
 Perimeter of yard around property: _____ Water Front: _____

Gate Locations: _____

INSTALATION of FENCE/WALL: The Town of Geneva Code allows for the fence/wall to be placed up to the property line. You will need to show the proposed location of the fence/wall on a survey map of the property.

INSTRUCTIONS:

This application must be filled out in ink or typed.

Submit finished application and supporting documents to the Town Hall for review.

All required information **Must** accompany this application.

- 1) The following items are required to be submitted with this application:
 - * A Plot/Site plan showing the following:
 - a) Location of the property in relation to all adjoining streets
 - b) All existing structures on the property
 - c) The location of the proposed fence/wall.
- 2) This Application must be accompanied by TWO (2) sets of plans showing the following:
 - * The proposed type of fence/wall. (Brochure or pamphlet)
 - * The specifications for the installation of the fence/wall.
 - * The proposed location of the fence/wall.
 - * All required insurance forms.

An Application is hereby made for the issuance of a Building Permit pursuant to the Laws, Rules and Regulations that have been adopted by the Town of Geneva and the State of New York that are currently in effect at the time of this application.

Address of property for proposed work: _____

| | |
|--------------------------------------|--------------------------------------|
| Property Owner: _____ | Tenant/Occupant: _____ |
| Mailing Address: _____ | Mailing Address: _____ |
| Phone #: Cell: _____ - _____ - _____ | Phone #: Cell: _____ - _____ - _____ |
| Other: _____ - _____ - _____ | Other: _____ - _____ - _____ |
| E-mail: _____ | E-mail: _____ |

Brief description of work proposed: _____

Estimated cost of work to be performed: \$ _____
Estimated time from start to finish of work: _____

| | |
|---------------------------------------|--|
| Contractor: _____ | Contact person: _____ |
| Business Address: _____ | Phone #: Office: _____ - _____ - _____ |
| Contact's Cell: _____ - _____ - _____ | Email: _____ |

All proper insurances must be submitted for NYS Workers Compensation and NYS Disability or a NYS Exemption Form, all in compliance with Section 57 of the Workers Compensation Law or Section 125 of the General Municipal Law.

Acceptance and/or approval of this permit application does not relieve the Agent, Applicant, Contractor, Architect, Engineer, or Owner from complying with the provisions of the NYS Uniform Fire Prevention and Building Code, 2020 ICC adopted Codes and/or the Laws of the Town of Geneva, New York, whether stated, implied or omitted in the information submitted for this permit.

- Any and all work related to this application **shall not** be started until the issuance of a Building Permit. Any deviation from the information provided with the application is required to receive approval from the Building Inspector and/or others as determined by the Building Inspector, prior to implementation. This approval of changes must be in writing.
- All work, for which this permit has been issued, shall be completed within one year from the date of the issuance of the permit. If work has not been completed, the permit shall expire unless the applicant has applied for and received an extension approval.
- No portion of the work proposed shall be used or occupied, in part or in whole, until a Certificate of Occupancy or a Certificate of Compliance has been issued.
- A Final Inspection shall be scheduled for close out of the project and Issuance of a Certificate of Compliance.

Building Permit Acknowledgement

I acknowledge that I am applying for a Building Permit and that I have read all previous conditions of the Building Permit Application. I affirm that all work will be done in accordance to the drawings, sketches, and information provided:

I give permission for the Code Enforcement Officer and/or his appointee to access my property in order to conduct inspections and investigations for the completeness and compliance of the proposed and approved work:

Signature of the property owner: _____
Please print the above signature: _____
Date: _____ - _____ - _____

Signature of the Applicant: _____
Please print the above signature: _____
Date: _____ - _____ - _____

Town Office Section:

Building Construction Classification: _____
Building Occupancy or Use Proposed: _____
Existing Occupancy or Use: _____
Zoning District for property: _____

Building Permit Number: # _____ Date Issued: ____ - ____ - _____ Cost of Permit: \$ _____

Project location: _____

Building Inspector Signature: _____
Floyd D. Kofahl

Floyd D. Kofahl – Code Enforcement Officer
Town of Geneva, 3750 County Road 6, Geneva New York 14456
Email Address: codeenforcement1@townofgeneva.com
Phone #: 1-315-789-3922
Fax #: 1-315-789-7753