

# VILLAGE OF WOODBURY BUILDING DEPARTMENT

**Office Location:** 455 ROUTE 32, HIGHLAND MILLS, NY 10930

**Mailing Address:** P.O. Box 546, Central Valley, NY 10917

Phone: (845) 928-6911 ext. 51 Fax: (845) 928-7263

Email: buildingdepartment@villageofwoodbury.com

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## COMMERCIAL

(revised 06/04/21)

## Permit Requirements: **FENCE**

### 1. Building Permit Application:

- a) Submit completed building permit application.
- b) Submit **TWO HARD COPIES** of survey:  
Draw the FENCE on the survey showing distance to property lines and house, location of drainage ditches, utility easements, etc.
- c) Submit insurances from company performing the installation (Liability, NYS Workman's Comp and NYS Disability).
- d) Submit **TWO HARD COPIES** of brochure, photos or drawings of the fence. Fence must be compliant to Village of Woodbury Zoning Law (see attached).
- e) Submit ONE COPY of all of the above on a THUMBDRIVE.

### 2. Fee:

Check or Money Order payable to: **Village of Woodbury**

Cost of Construction:

**Fee is based on \$15.00 per \$1,000 cost of construction (rounded to the nearest thousand) including labor & material.**

**Plus \$100.00 for Certificate of Occupancy Inspection.**

### 3. Inspections Required:

AFTER INSTALLATION – you must call this office for a final inspection.

It is **YOUR** responsibility to call for a **FINAL INSPECTION** by the Building Inspector in order to receive the C of O.

**PLEASE NOTE: BUILDING PERMITS EXPIRE IN TWO YEARS FROM DATE OF ISSUE.**

# VILLAGE OF WOODBURY, BUILDING DEPARTMENT

Office Location: 455 ROUTE 32, HIGHLAND MILLS, NY 10930

Mailing Address: P.O. Box 546, Central Valley, NY 10917

## COMMERCIAL FENCE PERMIT APPLICATION

PERMIT # \_\_\_\_\_

COST OF WORK: \$ \_\_\_\_\_  
Total cost of labor and materials

APPLICATION FEE: \$ \_\_\_\_\_  
Based on \$15 per \$1,000 of total cost of work,  
PLUS \$100.00 fee for Certificate of Occupancy  
(Rounded to nearest thousand)  
Minimum Fee \$ 115.00

CHECK# \_\_\_\_\_

APPLICATION IS FOR: FENCE

All Construction Shall Conform to Current New York State Building Codes & Village of Woodbury Zoning Codes

Description of Work: (Including Sizes) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PROPERTY DESCRIPTION

Street address: \_\_\_\_\_

TAX MAP: SECTION - BLOCK - LOT \_\_\_\_\_ ZONED AS: R - \_\_\_\_\_

Type of Construction: Wood  Metal  Concrete  Other \_\_\_\_\_

Present use of property \_\_\_\_\_

Intended use of property \_\_\_\_\_  No Change

Sewage Service  Village/Town  Private (Septic)

Source of Water  Village/Town  Private (Well or Other)

NAME

ADDRESS

PHONE#

Owner of Premises: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contractor: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: IT IS YOUR RESPONSIBILITY TO CALL FOR INSPECTIONS DURING  
CONSTRUCTION AND FOR FINAL CERTIFICATE OF OCCUPANCY UPON COMPLETION.**

Phone: (845) 928 - 6911 Ext. 51 Fax: (845) 928 7263

This application is hereby:  APPROVED OR  DENIED

CONDITIONS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

# **RESIDENTIAL**

## **REQUIRED INSURANCE**

### **Liability:**

\_\_\_ Homeowner (DIY'er), Check Home Insurance

\_\_\_ Contractors, Acord certificate holder must be the Village of Woodbury  
\$1 M Gen. Aggregate Limit,  
\$1 M Products – Completed &  
\$ 500,000 – Each Occurrence

### **Workers' Compensation:**

\_\_\_ Homeowner (DIY'er) Form BP – 1 (Available from Bldg. Dept.)  
<http://www.wcb.ny.gov/content/main/forms/bp-1.pdf>

\_\_\_ Contractors (No employees) get form (CE – 200) from [www.wcb.ny.gov](http://www.wcb.ny.gov)

\_\_\_ Contractors With Employees: Obtain forms from your ins. carrier:

Form # C – 105.2 or U – 26.3 **OR** Self-Insurance GSI – 105.2 or SI – 12

### **Disability Benefits:**

\_\_\_ Homeowner (DIY'er) Form BP – 1 (Available from Bldg. Dept.)  
<http://www.wcb.ny.gov/content/main/forms/bp-1.pdf>

\_\_\_ Contractors (No Employees) get form (CE – 200) from [www.wcb.ny.gov](http://www.wcb.ny.gov)

\_\_\_ Contractors With Employees: Obtain forms from your ins. carrier:

Form # DB – 120.1 **OR** Self-Insurance form DB - 155

**BUILDING PERMITS SHALL NOT BE ISSUED  
WITHOUT PROPER INSURANCE FORMS**

Required under General Municipal Law §125, & WCL §57 & §220 for  
Workers' Compensation and Disability Benefits

**Questions about eCode360? Municipal users Join us daily between 12pm and 1pm EDT to get**

[HISTORY: Adopted by the Board of Trustees of the Village of Woodbury 8-12-2008 by L.L. No. 6-2008. Amendments noted where applicable.]

**GENERAL REFERENCES**

Building construction — See Ch. 96.

Zoning — See Ch. 310.

**§ 146-1 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**FENCE**

Any structure regardless of composition, except a living fence, that is erected or maintained for the purpose of enclosing a piece of land or to divide a piece of land into distinct portions.

**FRONT YARD**

Applies to that portion of the yard in front of the rear building line of any building. All corner properties adjacent to a public street, alley or highway shall also be considered as a front yard for purposes of this chapter. However, this definition shall specifically not apply for purposes of swimming pool protection.

**HEIGHT**

The distance measured from the existing grade to the top of the fence.

**§ 146-2 Approval required.**

No fence, wall or other type of construction shall be erected without the approval of the Code Enforcement Officer.

**§ 146-3 Application for permit; issuance.**

Any person or persons, corporation, firm or association intending to erect a fence shall, before any work is commenced, make application to the Code Enforcement Officer on a form provided by the Code Enforcement Officer. Said application shall be accompanied by a plan or sketch showing the proposed location of any fence, the materials proposed to be used therein which must be in accordance with this chapter and any other pertinent local law regulating construction within the Village and be accompanied by an appropriate fee. Upon approval by the Code Enforcement Officer, a permit shall be issued which will be in effect for a period of one year after the date thereon. Said permit shall be available on the job during the progress of the work so that it may be inspected by proper Village officials.

**§ 146-4 Applicability to residential districts.**

The permit provisions of this chapter shall apply to fences in the residential districts. The provisions shall, however, not be applicable to commercial property. No fence shall be erected in the applicable districts in excess of the height limitations as set forth herein.

**§ 146-5 Height limitations.**

- A. Rear yards. No fence shall be more than six feet in height at the rear of homes and buildings and shall not extend forward of the rear building line of any existing or proposed dwelling.
- B. Front yards and side yards. No fence shall be more than four feet in height in any front yard and side yard.

**§ 146-6 Location restrictions.**

Any fence erected under this chapter shall be placed at least six inches back from any property line and the finished face must face outwardly from the property erecting the fence. Any fence erected in a front yard shall be placed at least one foot back from the sidewalk.

**§ 146-7 Materials and composition.**

- A. Any fence, wall or similar structure as well as shrubbery which unduly cuts off light or air which may cause a nuisance, a fire hazard or a dangerous condition is hereby expressly prohibited. Further, no fence shall be erected in a front yard in a residential district or along a public right-of-way unless the fence is uniformly less than 50% solid.
- B. The following fences and fencing materials are specifically prohibited:
- (1) Barbed wire.
  - (2) Short, pointed fences.
  - (3) Canvas fences.
  - (4) Cloth fences.
  - (5) Electrically charged fences.
  - (6) Poultry fences.
  - (7) Turkey wire.
  - (8) Temporary fences such as snow fences.
  - (9) Expandable fences and collapsible fences, except during construction of a building.
- C. All chain link fences erected shall be erected with the closed loop at the top of the fence.
- D. No fence shall be multicolored.
- E. All entrances or gates shall open onto the property.
- F. All fences or walls must be erected within the property line, and none shall be erected so as to encroach upon a public right-of-way or interfere with vehicular or pedestrian traffic or interfere with visibility on corner lots.

### **§ 146-8 Powers and duties of Code Enforcement Officer; appeals.**

The Code Enforcement Officer or Superintendent of Highways shall have the authority to direct, in writing, the removal, trimming or modification of any shrubs, bushes, plants, trees, flowers or other vegetation, fence, wall, hedge or structure on private or public property wherever the same shall interfere with adequate visibility for operators of motor vehicles at street intersections or curbs. Any person who shall refuse or neglect to comply with the written direction of the Code Enforcement Officer or Superintendent of Highways shall be guilty of a violation of this chapter and shall be subject to its penalties. If the property owner feels aggrieved by any decision of the Code Enforcement Officer or Superintendent of Highways, he shall have a right to appeal the decision to the Village Board.

### **§ 146-9 Board of Appeals.**

Where the Code Enforcement Officer denies a permit for the erection of a fence pursuant to the provisions of this chapter, the applicant may appeal such decision to the Board of Appeals, which Board shall determine if there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of this chapter. The Board of Appeals may grant a variance from the requirements of this chapter so that the public safety and welfare will be secured and substantial justice done.

### **§ 146-10 Penalties for offenses.**

Any person, firm or corporation or his or her or its agent, servant, workman or employee violating any of the provisions of this chapter shall be punishable by a fine not exceeding \$250 or by imprisonment for not more than six months. Each day's continuance of a violation after notice to cease shall be deemed a separate and distinct offense and shall be punishable accordingly.