

Information for fence permits.

FENCE ORDINANCE REQUIREMENTS: (See attachment)

BUILDING PERMIT REQUIRED

- For all fences installed.

PLOT PLAN Submit accurate plot plan for review and approval, include:

- Location of the proposed fence, including height and material.
- Distances from buildings and structures, distance to property lines and to road edge.
- Show easements, drainage, well and septic system, where appropriate.
- Plot plan approval is required prior to issuance of the building permit:

BUILDING PERMIT APPLICATION

- Submit one copy of a current property survey showing the property as it currently exists.
- Submit one set of fence details including fence contractors' drawings where applicable.
- Permit fees are:
 - ✕ Residential (one- or two-family dwellings) \$25.00
 - ✕ All other uses \$100.00

ADDITIONAL REQUIRED ITEMS

- Contractor's certificate of insurance must be included for workers' compensation (only NYS approved forms WC/DB-110; GS-105.2 or U-26.3 accepted) and contractor's liability insurance.
- **NOTE:** New York State Law requires that you call Dig Safe NY 2-working days prior to any digging (1-800-962-7962).
- An inspection must be called for by the applicant upon completion of the installation.

Excerpts from the Salina Fence Ordinance

§ 115-4 Fence required *before* beginning any work.

§ 115-6 Restrictions & limitations:

- (a) Any fence, wall or similar structure, as well as shrubbery which unduly cuts off light or air or which may cause a nuisance, fire hazard or dangerous condition to life, safety or welfare, is prohibited.
- (b) The following specific fences and fencing materials are prohibited: barbed wire; canvas fences; cloth fences; electrically charged fences; poultry fences; turkey wire; temporary fences; expandable and collapsible fences (except for construction).
- (c) Any fence shall not exceed a maximum height of six feet for one- and two-family dwelling uses and a maximum height of 10 feet for all other uses.
- (d) Fences permitted within the front yards shall not exceed a maximum height of 48 inches and shall be of an open design with a uniform ratio of open space to fence material of at least one to one. Opaque fences, such as basket weave or stockade are prohibited within the front yard. On corner lots, that portion of the lot contiguous to a public right-of-way shall be considered as front yard area for the purpose of applying the regulations of this section.
- (e) In any district, no fence shall be permitted closer than 15 feet to any pavement edge of a public highway. On corner lots, a fence shall not be permitted within the triangular area formed by the intersecting street lines at a point which is 30 feet distant from the point of intersection measured along said street line.
- (f) The decorative or finished side of a fence, being that side which does not contain any structural or support elements or devices of the fence, shall face outward from the lot on which the fence is erected or maintained toward the adjoining parcels of land.

Mail Pick up

APPLICATION FOR PERMIT – RESIDENTIAL

FOR TOWN USE ONLY		Application No. _____	Permit No. _____
Date Submitted _____	Permit Fee \$ _____	Map No. _____	
Date Approved _____	Receipt No. _____	Zoning District _____	
Date Denied _____	Check No. _____	Occupancy _____	Construction _____
Approved By _____	Conditions of Approval _____		

Print or Type clearly and fill in all spaces that apply!

Application is hereby made to the Director of Planning & Development for the issuance of a Building Permit pursuant to all applicable codes, ordinances and laws regulating and governing the erection, construction, enlargement, addition, alteration, repair, replacement, improvement, removal, demolition, conversion of any building or premises or part thereof in the Town of Salina.

Address of Property: _____		Zip Code: _____
Lot Number: _____	Tract: _____	
PROPERTY OWNER		
Name: _____	Phone #: _____	
Address (City/State/Zip): _____	E-mail: _____	
Tenant Company Name: _____	Fax #: _____	
Applicant Name: _____	Phone #: _____	
Address: _____	E-mail: _____	
Designer Name: _____	Phone #: _____	
Address: _____	E-mail: _____	
Name of Contractor _____	Phone #: _____	
Address (City/State/Zip): _____	E-mail: _____	
Insurance Company: _____	Policy#: _____	Expiration Date: _____
<i>(Contractor to attach a copy of Certificate of Insurance including liability, workers compensation and disability insurance or NYS exemption certificate.)</i>		
Nature of Work (check all applicable – work not identified will require separate application form.)		
<input type="checkbox"/> New building	<input type="checkbox"/> Move building	<input type="checkbox"/> Addition
<input type="checkbox"/> Deck	<input type="checkbox"/> Demolition/Remove	<input type="checkbox"/> Roofing
<input type="checkbox"/> Shed	<input type="checkbox"/> Fire Protection System	<input type="checkbox"/> Fence
<input type="checkbox"/> All others (Describe)	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Swimming pool/Spa
	<input type="checkbox"/> Fire Repair	<input type="checkbox"/> Foundation
	<input type="checkbox"/> Fireplace/stove	<input type="checkbox"/> Mechanical work
	<input type="checkbox"/> Occupancy Change	<input type="checkbox"/> Garage
	<input type="checkbox"/> Temporary tent	
Describe proposed work, including use and size of all items checked above:		
The application must contain all information found on the handout sheet to be considered complete and to be processed.		
Parcel type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other		
# Dwelling units: _____	Square feet: _____	
Electrical Application #: _____	Agency: _____	
Plumbing Permit #: _____	Plumber: _____	
Estimated VALUE of all work, materials and labor for the work under this application: \$ _____		
Property Located in Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Located in Wet Lands: <input type="checkbox"/> Yes <input type="checkbox"/> No	Easements: <input type="checkbox"/> Yes <input type="checkbox"/> No

The below signed applicant has read the instructions for Application for Building Permit. The below signed applicant hereby affirms under the penalty of perjury that to the best of his/her knowledge and belief the information given and accompanying this Application for Building Permit is accurate and true. The applicant agrees to comply with all applicable laws, ordinances and regulations; that all statements contained in this application are true to the best of his/her knowledge and belief and that all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature _____ Signature of Applicant: _____

**TOWN OF SALINA
PLANNING AND DEVELOPMENT
FEE SCHEDULE**

BUILDING PERMIT FEES		Base Fee	Plus	Variable
Building Permits:	Residential (per dwelling unit)	\$ 25.00	\$ 7.00	Per \$1000 value
	Commercial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
	Multiple Dwelling (per dwelling unit)	\$ 50.00	\$ 7.00	Per \$1000 value
	Industrial (per tenant space)	\$ 50.00	\$ 7.00	Per \$1000 value
Where work started before permit is obtained	Double fee noted above			
Renewal of building permit	25% of original fee: Minimum Fee	\$ 25.00		
Plan Reviews:	(Where no building permit is issued)			
	50% of fee noted above: Minimum Fee	\$ 25.00		
Refund	Where no work is begun on a permit 50% of fee			
Certificate of Occupancy	Permanent	\$ 25.00		
	Temporary (maximum 30 days)	\$ 25.00		
Certificate of Compliance	Where building permit is in effect	\$0.00		
	Where no building permit is in effect			
	1- or 2-family dwelling (per unit)	\$ 50.00		
	All other occupancies/uses (per unit)	\$ 100.00		
Signs	Sign Permits: (Base fee per sign)	\$ 50.00	\$ 1.00	per 1 sq ft
Fences (per Chapter 115)	1- and 2-family uses	\$ 25.00		
	all other uses/occupancies	\$ 100.00		
Microfilming Fee	Where plans are not submitted in electronic format (per page)	\$ 5.00		