

Village of Ravena
Building Department
15 Mountain Rd.
Ravena, NY 12143
Phone: (518) 756-8201
Fax: (518) 756-8356
buildingdept@villageofravena.com



Joseph J. Burns Sante DeBacco
Building/Fire Inspector Asst. Building/Fire Inspector

Fence Permit Application Information

NOTE: Job is not to be started until permit is picked up and paid for.

The following must be completed before submitting your application to the building department:

1. **Application:** must be completely filled out on the computer or in ink. *All applicants must submit a copy of the deed to the parcel.*
2. **Plot plan:** A plot plan must be submitted to this department showing lot size, existing house location, and exact location of fence. Please show all existing structures (with dimensions) and driveways. The proposed fence must be indicated on the sketch with the distances to the various property lines and main structures shown. Please show any existing fencing. Sketch can be made on reverse side of the application. (See page 4 for an example.)
3. **Picture or Drawing of Proposed Fence:** Please show a picture or a drawing of the proposed fence. A brochure from the fencing store or a sketch of the fence will be acceptable. (See page 5 for an example.)
4. Fences cannot be placed on any utility easements.
5. Fences must be installed according to the Village of Ravena Code, Chapter 65: Fences. (see pages 6-8 of this application)
6. **Costs:** Costs for the work described in the Application for Building Permit include the cost of all of the construction, and other work done in connection therewith, exclusive of the cost of land. If the final cost shall exceed the estimated cost, an additional fee may be required.
7. **Changes:** Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans.
8. **Insurance:** If the permit is for work you are doing on your owner-occupied property you can complete the form found at the end of the application. If the work is being performed by someone else then a Certificate of insurance providing proof of contractor's liability (Acord Form), Workers' Compensation, and Disability Benefits Coverage, naming the Village of Ravena as Certificate Holder, must be on file before any release of building permit. Acord forms are not acceptable proof of NYS Workers' Compensation or Disability Benefits coverage.

Once the application is turned in, an average turn-around time for permit approval is five to seven (5-7) business days, depending on the current workload. Incomplete applications will be returned thus prolonging the review process.

Inspections: Once the job is started, inspections should be requested **24 hours** in advance. To make appointments call the Village of Ravena Building Department Monday-Friday from 9am-2pm. There must be a final inspection once the work is completed.



Village of Ravena
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 Ravena, NY 12143
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For Building Inspector Use:

Tax Map #: _____

Permit #: _____

Permit Fee: \$ _____

Insurance Cert: Liability Workman's Comp

CE-200 Date _____ or Owner Occupied 439

Permit: Approved Denied ZBA

CO or CC Date: _____

Fence Permit Application

**A PERMIT MUST BE OBTAINED BEFORE STARTING WORK
 RESEDENTIAL PERMIT EXPIRES IN TWELVE (12) MONTHS
 ALL PERMITS REQUIRE A FINAL INSPECTION**

Address of proposed work: _____ **Estimated Cost:** \$ _____

Owner's Name _____ Address _____ _____ Phone _____ Cell _____	(if different than owner:) Applicant's Name _____ Address _____ _____ Phone _____ Cell _____
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Corner Lot Yes No Material of Fencing _____ Height of Fencing _____
 Describe proposed installation: cement supports, depth of supports, etc.:

Is there an existing fence? Yes No If yes, show on plot plan and describe below:

 Signature of Applicant _____
 Date

The Village of Ravena assumes no responsibility for any boundary information given in error by the applicant.

NOTE: With the issuance of this permit the Building Inspector, his Assistant, or Code Enforcement Officer having jurisdiction under the Codes of The State of New York and The Energy Conservation

Construction Code of The State of New York has permission of the owners and or the contractors upon the showing of proper credentials and in the discharge of their duties may enter upon any building, structure or premise covered by this permit at any reasonable hour and no person shall thus interfere with the performance of their duties. All applicable inspections as required by the Building Inspector or his Assistants shall be completed according to the schedule attached at the time of issuance of the permit.

Please submit the following with your application:

- Copy of Deed
- Plot Plans showing buildings, existing and proposed fence
- Picture or drawing of proposed fence
- Required Insurance Papers

For Building Inspector use:	
This application is hereby <input type="checkbox"/> approved <input type="checkbox"/> disapproved and permission <input type="checkbox"/> granted <input type="checkbox"/> refused for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above.	
Reason for refusal of permit: _____	

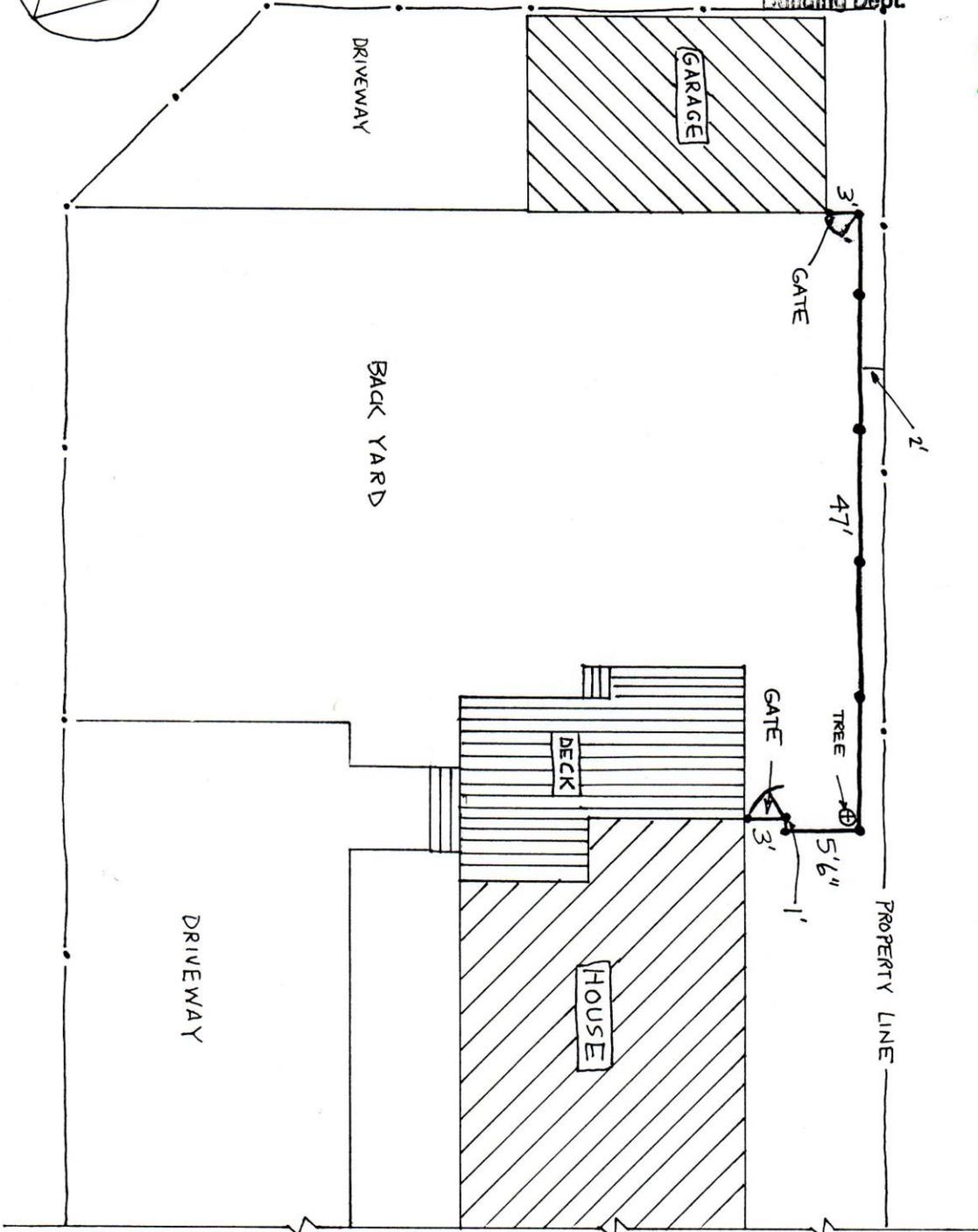
Dated _____	_____
	Building Inspector

Village of Ravena Bldg. Department

15 Mountain Road
Ravena, NY 12143



Village of Ravena
Building Dept.



0430-111

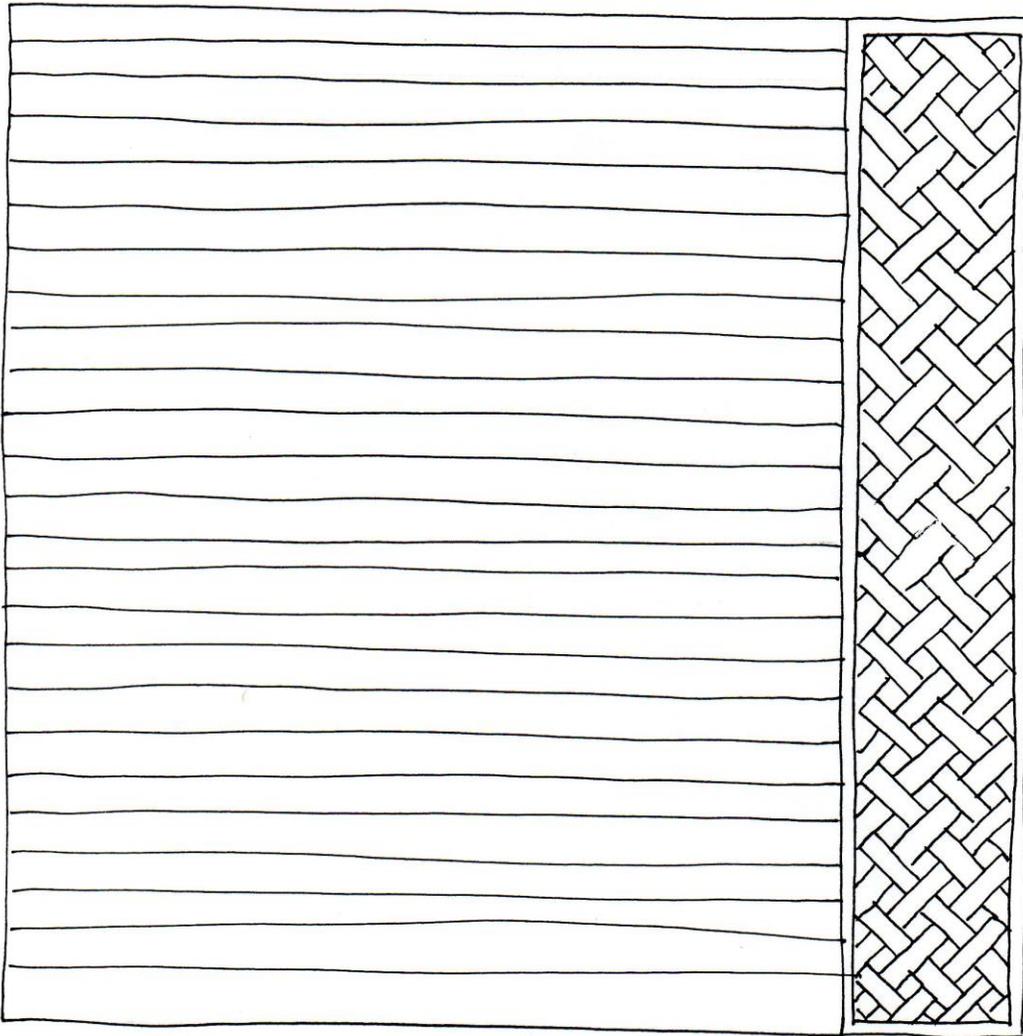
= FENCE

SAMPLE

TOTAL LENGTH

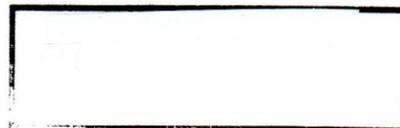
HEIGHT

GATES



Village of Ravenna Bldg. Department

15 Mountain Road
Ravenna, NY 12143



Village of Ravenna
Building Dept.

Chapter 65. FENCES

[**HISTORY: Adopted by the Board of Trustees of the Village of Ravena 9-3-1991 as L.L. No. 3-1991. Amendments noted where applicable.**]

GENERAL REFERENCES

Building construction — See Ch. **48**.

Streets and sidewalks — See Ch. **98**.

Zoning — See Ch. **119**.

§ 65-1. 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 dividing a piece of land into distinct portions.

FRONT YARD

Applies to that portion of the yard in front of the front building line of any building. All corner properties adjacent to a public street, alley or highway shall also be considered as "front yards" for the 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.

REAR YARD

Applies to that portion of the yard from the rear building line of any building to the rear of the lot.

SIDE YARD

Applies to that portion of the yard in front of the rear building line of any building and to the rear of the front building line of any building.

§ 65-2. Approval required.

No fence, wall or other type of construction shall be erected without the approval of the Building Inspector.

§ 65-3. 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 Building Inspector on a form provided by said officer or his designated substitute. Said application shall be accompanied by a plan or sketch showing the proposed location of any fence and 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 shall be accompanied by an appropriate fee. Upon approval by the Building Inspector, a temporary permit shall be issued which will be in effect for a period of one year from 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. The Building Inspector shall inspect any such fence and may revoke said permit if the fence does not comply with all provisions of this Code.

§ 65-4. Height limitations.

[Amended 3-16-1999 by L.L. No. 1-1999]

No fence shall be more than six feet in height at the rear of homes or buildings situated in a residentially zoned district, which fence shall not extend forward of the rear building line of any existing or proposed building. No other fence or portions of a fence shall be higher than 48 inches in any front yard, subject to the terms of § 119-23 of Chapter 119, Zoning, or 48 inches in any side yard.

§ 65-5. Location restrictions; maintenance of surrounding area.

Any fence erected in a front yard shall be placed at least two feet back from the sidewalk or property line, and the applicant or owner shall maintain the property on both sides of the fence.

§ 65-6. Materials and composition.

Any fence, wall or similar structure, as well as shrubbery, which unduly cuts off light or air or which may cause a nuisance, a fire hazard or a dangerous condition or an obstruction to combating fires or an obstruction to men and equipment for combating fires, which may affect public safety, 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.

§ 65-7. Prohibitions.

The following fences and fencing materials are specifically prohibited:

- A. Barbed wire.
- B. Short, pointed fences.
- C. Canvas fences.
- D. Cloth fences.
- E. Electrically charged fences.
- F. Poultry fences.
- G. Turkey wire.
- H. Temporary fences, such as snow fences.
- I. Expandable fences and collapsible fences, except during construction of a building.

§ 65-8. Chain link fences.

All chain link fences erected shall be erected with the closed loop at the top of the fence.

§ 65-9. Entrances and gates.

All entrances or gates shall open into the property.

§ 65-10. Placement of posts and finished side.

Any fence, wood, stockade, chain link or other type of fence shall have the smooth side or finished side facing to the outside of the property owner installing the fence. Fence posts will be placed on the inside of the fence.

§ 65-11. Security fences for commercial and industrial properties.

Notwithstanding the provisions of this chapter, the Building Inspector may issue a permit for the construction of a security fence for commercial and industrial properties, upon due application to and approval by the Building Inspector of the Village of Ravena. The Building Inspector may deny such application if it is found that the application for such fence is not appropriate and is unnecessary. Upon such denial, the applicant may appeal the Building Inspector's decision to the Zoning Board of Appeals of the Village of Ravena by notice to the same within 30 days of such denial. In the event that said Zoning Board substantiates the denial of the Building Inspector, the applicant may resort to proper legal proceedings according to the statutes of the State of New York.

§ 65-12. Location within property line.

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 and/or other structures or vehicles, whether stationary or transitory, on private or public property.

§ 65-13. Visibility at intersections.

The Building Inspector or Village Mayor 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 other structure on private or public property wherever the same shall interfere with adequate visibility of operators of motor vehicles at street intersections or curbs.

§ 65-14. 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 \$100. Each day's continuance of a violation after notice to cease shall be deemed a separate and distinct offense and shall be punishable accordingly.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

*****This form cannot be used to waive the workers' compensation rights or obligations of any party.*****

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- I am performing all the work for which the building permit was issued.
- I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a CE-200 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

<p><i>Sworn to before me this _____ day of</i> _____, _____.</p> <p>_____ <i>(County Clerk or Notary Public)</i></p>
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Once notarized, this BP-1 form serves as an exemption for both workers' compensation and disability benefits insurance coverage.

LAWS OF NEW YORK, 1998
CHAPTER 439

The **general municipal law is amended by adding a new section 125** to read as follows:

125. ISSUANCE OF BUILDING PERMITS. NO CITY, TOWN OR VILLAGE SHALL ISSUE A BUILDING PERMIT WITHOUT OBTAINING FROM THE PERMIT APPLICANT EITHER:

1. PROOF DULY SUBSCRIBED THAT WORKERS' COMPENSATION INSURANCE AND DISABILITY BENEFITS COVERAGE ISSUED BY AN INSURANCE CARRIER IN A FORM SATISFACTORY TO THE CHAIR OF THE WORKERS' COMPENSATION BOARD AS PROVIDED FOR IN SECTION FIFTY-SEVEN OF THE WORKERS' COMPENSATION LAW IS EFFECTIVE; OR

2. AN AFFIDAVIT THAT SUCH PERMIT APPLICANT HAS NOT ENGAGED AN EMPLOYER OR ANY EMPLOYEES AS THOSE TERMS ARE DEFINED IN SECTION TWO OF THE WORKERS' COMPENSATION LAW TO PERFORM WORK RELATING TO SUCH BUILDING PERMIT.

Implementing Section 125 of the General Municipal Law

1. General Contractors -- Business Owners and Certain Homeowners

For **businesses and certain homeowners listed as the general contractors on building permits**, proof that they are in compliance with Section 57 of the Workers' Compensation Law (WCL) is **ONE** of the following forms that indicate that they are:

- ◆ insured (C-105.2 or U-26.3),
- ◆ self-insured (SI-12), or
- ◆ are exempt (CE-200),

under the mandatory coverage provisions of the WCL. Any residence that is not a **1, 2, 3 or 4 Family, Owner-occupied Residence** is considered a business (income or potential income property) and must prove compliance by filing one of the above forms.

2. Owner-occupied Residences

For homeowners of a **1, 2, 3 or 4 Family, Owner-occupied Residence**, proof of their exemption from the mandatory coverage provisions of the Workers' Compensation Law when applying for a building permit is to file form BP-1 (12/08).

- ◆ Form BP-1 shall be filed if the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is listed as the general contractor on the building permit, and the homeowner:
 - ◇ is performing all the work for which the building permit was issued him/herself,
 - ◇ is not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping the homeowner perform such work, or
 - ◇ has a homeowner's insurance policy that is currently in effect and covers the property for which the building permit was issued AND the homeowner is hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued.
- ◆ If the homeowner of a **1, 2, 3 or 4 Family, Owner-occupied Residence** is hiring or paying individuals a total of **40 hours or MORE** in any week (aggregate hours for all paid individuals on the jobsite) for the work for which the building permit was issued, then the homeowner may not file the "Affidavit of Exemption" form, BP-1(12/08), but shall either:
 - ◇ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit (the C-105.2 or U-26.3 form), OR
 - ◇ have the general contractor, (performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit) provide appropriate proof of workers' compensation coverage, or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit.