

**Village of Montebello**  
**Building & Zoning Department**  
One Montebello Road  
Montebello, N.Y. 10901  
(845) 368-2491\* Fax (845) 368-2044

FENCE PERMIT APPLICATION INSTRUCTIONS

5. Type or print application in duplicate.
6. Submit duplicate illustrations of Fence on a plot plan.
7. Copy of Fence Contractor's Home Improvement License, Workman's Compensation & Liability Insurance.
8. Survey of property showing where Fence is to be installed.

Name on Permit: \_\_\_\_\_

Section & Lot Number: \_\_\_\_\_ Zone: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Height of Fence: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Street Address of Fence: \_\_\_\_\_

Height of Fence Above Ground Level: \_\_\_\_\_

Cost of Construction: \_\_\_\_\_ Fee: \_\_\_\_\_

Contractor's Name & Telephone Number: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Building Inspector

Date: \_\_\_\_\_

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To Homeowner:

A Certificate of Occupancy/ Use must be issued for the fence covered by this building permit. All required inspections must be made in order for this Certificate of Occupancy/ Use to be issued and it is your responsibility to make sure that such inspections are made, as well as a certified survey done by a New York State Licensed Engineer showing the location of the fence as built. We have experienced many problems with building permits having expired, contractors paid and gone, work completed, but no Certificate of Occupancy/ Use issued. A lack of a Certificate of Occupancy/ Use constitutes a violation and will cause serious problems when you decide to sell or refinance your home.

This building permit is good for two (2) years. Please make sure that a Certificate of Occupancy/ Use is issued before you use the area covered by the permit.

Please sign this form as an acknowledgement that you have read and understand the above.

HOMEOWNER'S SIGNATURE: \_\_\_\_\_

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

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

\_\_\_\_\_

Montebello Tax Section: \_\_\_\_\_

Lot: \_\_\_\_\_

Building & Zoning Department

Gentlemen:

We, the owners of the above lot in the Village of Montebello hereby state that, in lieu of having a licensed contractor do the construction proposed on our application for a building permit, assume all responsibility for same construction, and will do the work ourselves and hold the Village of Montebello harmless beyond the New York State Building Code Requirements on the construction covered by this application for a Building Permit.

\_\_\_\_\_ Owner

Sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public