

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

**FENCE PERMIT APPLICATION INSTRUCTIONS**

1. Type or print application in duplicate.
2. Submit duplicate illustrations of Fence on a plot plan.
3. Copy of Fence Contractor's Home Improvement License, Workman's Compensation & Liability Insurance.
4. 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

## REQUIRED INSPECTIONS OF CONSTRUCTION-- YOU MUST CALL FOR THESE!

Other inspections will be made in most cases but those listed below must be made or the Certificate of Occupancy may be withheld. Do not mistake an unscheduled inspection for one of those listed below. Unless a card is left on the job indicating approval of one of these inspections, it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be re-inspected after correction. Call one day ahead for all inspections to avoid delays.

1. Footing Forms- when excavation is complete, and forms are in place (before pouring).
2. Foundation-check here for waterproofing, type of block, footing drains, insulation as needed.
3. Plumbing under slab- cast iron, copper, etc.
4. Gravel under slab-(usually combined with #3-check for insulation as per Energy Code.
5. Plumbing Rough-In-all work that will be covered must be installed at this time.
6. Frame-call when the frame is complete including fire stop, bridging, collar ties, etc. before it is covered from inside.
7. Insulation-must be approved prior to sheet rock.
8. Plumbing final-this can be combined with final. All fixtures are to be installed.
9. In garage where appropriate- fire rated sheet rock to be inspected before painting.
10. Rough grading-all surface water should be directed away from the dwelling to an approved outlet, street, law inlet, drainage swale, etc. This can be combined with final.
11. Outlet for footing drains, if underground, this can be combined with final.
12. FINAL-complete application for Certificate of Occupancy, produce certified plot plan and exhibit Fire Underwriters Laboratory Certificate. Building must be essentially completed with all utilities working.

### **FEES:**

\$ 1000 - \$150	\$16,000 - \$420	\$31,000- \$690	\$46,000 - \$960	\$61,000 - \$1,230
\$ 2,000 - \$168	\$17,000 - \$438	\$32,000- \$708	\$47,000 - \$978	\$62,000 - \$1,248
\$ 3,000 - \$186	\$18,000 - \$456	\$33,000- \$726	\$48,000 - \$996	\$63,000 - \$1,266
\$ 4,000 - \$204	\$19,000 - \$474	\$34,000- \$744	\$49,000 - \$1,014	\$64,000 - \$1,284
\$ 5,000 - \$222	\$20,000 - \$492	\$35,000- \$762	\$50,000 - \$1,032	\$65,000 - \$1,302
\$ 6,000 - \$240	\$21,000 - \$510	\$36,000- \$780	\$51,000 - \$1,050	\$66,000 - \$1,320
\$ 7,000 - \$258	\$22,000 - \$528	\$37,000- \$798	\$52,000 - \$1,068	\$67,000 - \$1,338
\$ 8,000 - \$276	\$23,000 - \$546	\$38,000- \$816	\$53,000 - \$1,086	\$68,000 - \$1,356
\$ 9,000 - \$294	\$24,000 - \$564	\$39,000- \$834	\$54,000 - \$1,104	\$69,000 - \$1,374
\$10,000- \$312	\$25,000 - \$582	\$40,000- \$852	\$55,000 - \$1,122	\$70,000 - \$1,392
\$11,000- \$330	\$26,000 - \$600	\$41,000- \$870	\$56,000 - \$1,140	\$71,000 - \$1,410
\$12,000- \$348	\$27,000 - \$618	\$42,000- \$888	\$57,000 - \$1,158	\$72,000 - \$1,428
\$13,000- \$366	\$28,000 - \$636	\$43,000- \$906	\$58,000 - \$1,176	\$73,000 - \$1,446
\$14,000- \$384	\$29,000 - \$654	\$44,000- \$924	\$59,000 - \$1,194	\$74,000 - \$1,464
\$15,000- \$402	\$30,000 - \$672	\$45,000- \$942	\$60,000 - \$1,212	\$75,000 - \$1,482

For cost of construction over \$75,000 it is \$18 more for the permit for each \$1000 of cost of construction