

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: _____

Village of Montebello

Building & Zoning Department

AFFIDAVIT OF OWNERSHIP

I, _____ being duly sworn, hereby
depose and say that I reside at: _____

in the county of _____ in the state of _____.

I am the (* _____) owner in fee simple of premises located at:

Said premises have been in my/its possession since _____. Said premises

are also known and designated on the Town of Ramapo Tax Map as:

section _____ block _____ lot(s) _____

I hereby authorize on my behalf the filing of an application for a Building Permit and/or
Certificate of Occupancy, and that the statements of fact contained in said application are true.

Phone number

Email

Signature of Homeowner

Date Signed

Subscribed and sworn to before me
this _____ day of _____ 20____.

(Notary Public)

****If owner is a corporation or LLC, fill in the office held by deponent and name of corporation or LLC, and provide a list of all directors, officers and stockholders owning more than 5% of any class of stock and all members having greater than 5% beneficial interest.***

Village of Montebello

Building & Zoning Department

Name: _____ Date: _____

Address: _____

Montebello Tax Section: _____ Lot: _____

We, the owners of the above lot in the Village of Montebello, hereby state that in lieu of employing a

licensed contractor for the construction proposed in our building permit application, assume all

responsibility for same construction and will perform the work ourselves. We the owners agree to hold the

Village of Montebello harmless beyond the requirements set forth by the New York State Building Code

regarding the construction specified in this building permit application.

CE-200 FORM REQUIRED

Signature of Homeowner

Date Signed

Subscribed and sworn to before me this
_____ day of _____ 20____.

(Notary Public)