



# Village of Newburgh Heights Housing and Building Department

3801 Harvard Ave., Newburgh Heights OH 44105 Phone: 216-641-4654

## Application for Fence Permit

Permit No. \_\_\_\_\_

Date Received \_\_\_\_\_

### Instructions for Fence Permit

In 2017, the Village of Newburgh Heights updated its ordinances regarding erecting fences. The following is a list of items to keep in mind when apply for a Fence Permit in addition to a few of the major changes to the ordinance. However, it is recommended before applying for a Fence Permit that **Chapter 1339, Fences**, be reviewed in its entirety.

- Complete the attached application and Site Plan (pg. 2). Incomplete applications for a Fence Permit will not be accepted,
- No fence or wall shall be erected or constructed within the Village higher than six (6) feet above the finished grade,
- Fences (or walls) in front yards are prohibited with the exception of a decorative fence or wall parallel to the front of the building. A decorative fence may not be higher than three (3) feet,
- Any fence or wall erected within ten (10) feet of a property line is required to have the smooth or finished surface facing the property line, and posts must be placed on the inside of the fence,
- No fence shall be erected which may cause danger to traffic on a street or public road by obscuring the view,
- All fences must be properly erected, supported, braced and maintained. Post hole depth is 1/3 of the post height. For example, a 6 ft fence requires a 9 ft post and the holes must be dug 36". The Village inspector must inspect the post-holes before the work begins on construction of the fence.

### 1339.04 EXCEPTIONS

The Building Commissioner may permit exceptions to the fence and wall restrictions set forth in this chapter where it finds such exceptions to be necessary for the protection of the public peace, health or safety, and that such exceptions will not adversely affect the use, enjoyment or value of neighboring property. The Building Commissioner before granting any such permission shall secure the written consent of the owners of neighboring or abutting property and may give written notice of a hearing on an application for such permission to the owners of neighboring or abutting property.

Where exceptions to the fence and wall restrictions of this chapter are permitted, the Building Commissioner may require screen planting or landscaping as a condition for such permission. (Ord. 1987-17. Passed 5-5-87.)

### Section 1 – General Information

PLEASE PRINT OR TYPE

Date \_\_\_\_\_

Address of installation site: \_\_\_\_\_

Owner's name \_\_\_\_\_ Phone \_\_\_\_\_

Owner's address \_\_\_\_\_

Contractor \_\_\_\_\_ Business phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Contractor's address \_\_\_\_\_

### Section 2 – Description of Project

1. Style & material of fence?

2. Does finished side of fence face adjoining neighbor?  
Yes No

3. Is the fence in a side yard? Yes No

4. Is the fence in the rear of the yard only? Yes No

5. What is the height of the fence?

6. Does the fence have at least one gate or opening, minimum of 36 inches in width, to permit emergency access to the rear of the property? Yes No

7. Is the property a corner lot? Yes No

8. Is the fence a decorative fence in the front yard?  
Yes No

9. Estimated job cost: \_\_\_\_\_

# Section 3 –Site Plan

Property line

Property line

Sidewalk

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Tree lawn

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Street

## ALL QUESTIONS MUST BE ANSWERED

1. Draw property lines & indicate lot size.
2. If lot is shaped differently than drawing, please draw lot correctly.
3. Show location of existing buildings.
4. Show location of existing fencing.
5. Show location of proposed fence (include height, length, materials, distance from property lines).
6. Show location of easement, if any, and attach plot plan if available.
7. Engineering approval is required for all easement installations.
8. All information must be supplied or plans will not be reviewed.
9. Call 24 hours in advance for posthole and final inspections.
10. Caution should be used when installing fence on the lot line. Property survey is recommended.

**Do not use highlighter on drawing**

Contractor is required to schedule a rough-in inspection before any concealment.

**ALL PLANS SUBMITTED SHALL REVEAL SUFFICIENT INFORMATION TO DETERMINE FULL COMPLIANCE WITH THE MINIMUM REQUIREMENTS OF THE OHIO BASIC BUILDING CODE.** By signing the application, the applicant certifies that the installation will comply with the regulations of the Newburgh Heights Building Code and State Codes.

**TO THE BUILDING COMMISSIONER:** This application is submitted for a permit to erect, add to, alter or repair a structure as described in this application and any drawings which accompany it. The acceptance of the permit shall be considered an agreement on the part of the applicant or his agents to comply with the Building and Zoning codes of the City of Newburgh Heights, or other orders, requirements or specifications slated in the permit.

In signing this application, the contractor or owner’s agent certifies that the work is authorized by the owner or record.

Applicant’s signature

Print name

Date

Applicant is

Owner

Contractor

Owner’s agent

DO NOT WRITE BELOW THIS LINE (OFFICE USE ONLY)

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### Section 4 – Approval and Fees

Building Official \_\_\_\_\_ Date of Approval \_\_\_\_\_

### Section 5 – Payment

Permit Fee	Cash	Credit Card
State Fee	Check # _____	Card # _____
Surcharge Amount _____		Name on card _____
<b>Total Amount</b>		Exp. date _____ CVS _____