



CITY OF FULTON
BUREAU OF CODE ENFORCEMENT

Municipal Building
141 South First Street • Fulton, New York 13069-1717
(315)592-7404 • Fax (315)592-3105

FENCES / BARRIERS

Procedures and General Information for Building Permits

- The building owner is ultimately responsible for complying with all codes on his/her property. The Bureau will be happy to answer any code related questions you may have, but we cannot monitor every detail of construction, nor can we design your project. If you have doubts about your experience level in this regard, you should consider either consulting with and/ or hiring a professional Architect, Engineer, or builder.
- Permits will be issued 7 to 10 working days after receipt of properly completed Permit Application Packets (PAP).
- Every item listed in the PAP as applicable to the project at hand *must be provided in its entirety*.
- Permits will only be issued in the name of the owner of record of the property.
- The building permit fee must be paid in full at the time of issuance of permit.

NOTE: Permits expire as specified on the permit, but in no event shall they expire more than one year from date of issue. Permits may be renewed, upon reapplication, as specified in the Code Of The City Of Fulton - § C152(E).

General Information for Fences and Barriers

- A permit is required for any man made barrier including walls, fences or similar structures which are/or could be installed on a permanent basis. And which is intended to block or restrict sight of view.
- **Front yard – no screening device shall exceed four (4) feet in height if placed within a required front yard.**
- **Side and Rear yards – no screening device shall exceed six (6) feet in height within a required side or rear yard.**
- Corner lots – on a corner lot, that portion of lot contiguous to a public right-of-way shall be considered as a front yard.
- Fences shall be located entirely on applicant's property.

NOTE: General contractors are required to be registered with the City of Fulton. Electricians, plumbers, and HVAC contractors are required to be licensed by the City of Fulton.



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Permit Application Information

This page and the Contractor Information page must be completed and submitted at time of application; items 1 thru 4 are mandatory! Allow 7 to 10 days for processing.

Property owner's name _____ Home Phone () _____
Property owner's address _____ Work Phone () _____
City _____ State _____ Zip _____ Tax Map Number _____
Property Address (if different from above) _____

Self constructed

Contracted (furnish contract)

Construction Co. name _____ Demo. Co. owner _____
Construction Co. Address _____ Office Phone () _____
City _____ State _____ Zip _____ Cell Phone () _____

1. Check one and furnish information required.
 If self constructed, estimated project cost _____
 If contracted, contracted cost _____
2. Copy of deed to the property on which fence/barrier is proposed. This property must be in the name of the person applying for the permit. Otherwise, a written, notarized document by the owner giving permission for construction must be provided.
3. Proof of Contractor's NY State Workers' Compensation Insurance. If self constructed, owner must fill out an affidavit of exemption.
4. Survey map of property showing all existing structures.

Brief description or scope of project: _____

FOR OFFICE USE ONLY

Project in compliance with all zoning requirements. Project needs ZBA Approval.