VILLAGE OF BROOKLYN HEIGHTS
Department of Building and Housing
345 Tuxedo Avenue
Brooklyn Heights, Ohio 44131
Office: 216-749-4300 ● Fax: 216-741-3753
FOR INSPECTIONS CALL: 216-749-4300

APPLICATION FOR PERMIT
FENCE

APPLICATION DATE: _____

ADDRESS OF INSTALLATION: _____

☐ **RESIDENTIAL** ☐ **COMMERCIAL** ☐ **INDUSTRIAL** ☐ **OTHER:** _____

OWNER NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

CONTRACTOR: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

ESTIMATED COST OF WORK [MATERIAL PLUS LABOR] $_____

DESCRIPTION AND SCOPE OF PROPOSED WORK. INDICATE TOTAL LINEAL FOOTAGE OF PROPOSED FENCE, TYPE AND HEIGHT (DRAW SITE PLAN ON ATTACHED FORM)

[____]	**TOTAL LINEAL FOOTAGE**

TYPE: _____ **HEIGHT:** _____

DESCRIPTION OF WORK: _____

_____

_____

THE UNDERSIGNED, BEING THE REGISTERED CONTRACTOR OR THE PROPERTY OWNER, DOES HEREBY AGREE TO INSTALL THE ABOVE NOTED WORK IN ALL RESPECTS IN COMPLIANCE WITH THE BUILDING CODES OF THE VILLAGE OF BROOKLYN HEIGHTS.

PLEASE PRINT NAME OF
CONTRACTOR OR OWNER: _____

Fence Permit
Application Instructions

1. ADDRESS OF INSTALLATION: _____ This is the address where the work will be completed.

2. OWNER NAME: _____
ADDRESS/PHONE/EMAIL: _____ This is the property owner's name, address, phone number and email. Note that the business owner may not be the same as the property owner. Please provide the entire street name, including Street, Avenue, Road, etc., and the area code for your phone.

3. CONTRACTOR: _____
ADDRESS/PHONE/EMAIL: _____ This is the name, address, and phone number of the registered (i.e. licensed, bonded, and insured) fence contractor who will install the work. If this is an Owner's permit, insert "Owner" on the line provided.

4. ESTIMATED COST OF WORK: [MATERIAL AND LABOR] $_____
This is the estimated value of the installed work, including all labor, materials, overhead and profit.

5. DESCRIPTION AND SCOPE OF PROPOSED WORK: Indicate the total lineal footage of fence in box provided. Give a general description of the work, e.g. "Install new fence in rear yard".

CONTRACTORS OR OWNER'S SIGNATURE: _____
The application must bear an original signature, in ink, of the registered fence contractor. If this is an Owner's Permit, the signature must be the owner's.

What do I do with the application when I've completed it?
Completed applications, a check for fees (made payable to the Village of Brooklyn Heights), and plans (if required) may be delivered in person or mailed to:

Village of Brooklyn Heights
Building Department
345 Tuxedo Avenue
Brooklyn Heights, Ohio 44131

What if I need Help?
Any questions can be answered by calling (216) 749-4300.

SITE PLAN DRAWING

ADDRESS: _____