

**FENCE / WALL / GATE PERMIT  
APPLICATION & INSTRUCTIONS  
BUILDING DEPARTMENT  
VILLAGE OF RYE BROOK, NY  
PHONE (914) 939-0668 FAX (914) 939-5801  
[www.ryebrook.org](http://www.ryebrook.org)**

All applicants seeking a fence, wall or gate permit must first obtain approval from the Village Architectural Review Board. Some applications may be subject to Site Plan Approval from the Village Planning Board as per §209 of Village Code. A representative of the applicant must be present at the ARB meeting which is held on the third Wednesday of every month, 7:30 p.m. at Village Hall in the main meeting room. Virtual meetings may be held from time to time and information regarding such will be provided to all applicants as needed. Applications must be submitted to the Building Department by no later than the 1<sup>st</sup> Wednesday of the month in order to be eligible for that month's agenda. Please note that the agendas are limited to ten (10) applications per month. Once your application receives ARB approval, the plans must then be reviewed by the Building Inspector for compliance with all applicable state and local building codes and for issuance of the permit.

**DO NOT START CONSTRUCTION UNTIL A PERMIT HAS BEEN ISSUED BY THE BUILDING INSPECTOR**

**APPLICANT'S INITIAL SUBMISSION TO THE BUILDING DEPARTMENT MUST INCLUDE:**

1. A properly completed application with notarized signatures where indicated.
2. Application filing fee: Residential = **\$75.00** / Commercial = **\$250.00** (Application fees are non-refundable)
3. A completed & signed Application Check List
4. A current, accurate property survey.
5. Two (2) sets of a dimensioned site plan based on the survey, (**one full size {maximum allowable plan size = 36" x 42"}** and **one 11"x17"**), depicting the proposed fence/wall/gate(s) indicating the proposed heights, locations and their proposed setbacks to the adjacent property lines.
6. Color photos or brochures of the proposed fence/wall/gate(s).
7. An electronic copy (disc, thumb drive, etc...) of all materials submitted.

**FOLLOWING APPROVAL BY THE ARB, THE APPLICANT MUST SUBMIT THE FOLLOWING**

1. Full payment of the Permit Fee which is based on the cost of construction at the following rates;  
Residential: **\$15.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$100.00**.  
Commercial: **\$25.00 / \$1,000.00** of Construction Cost with a minimum fee of **\$275.00**.
2. One full size and one scaled 11" x 17" set of sealed construction plans if applicable.
3. Your contractor's valid Westchester County Home Improvement License.
4. Your contractor's valid proof of liability insurance.  
(Village of Rye Brook must be listed as certificate holder on the insurance form)
5. Your contractor's valid proof of workers compensation insurance.  
(Form # C105.2 or Form # U26.3 / or NY State Workers Compensation Waiver)
6. The Dig Safe N.Y. Dig Number. (**DIAL 811**)

**PRIOR TO SCHEDULING THE FINAL INSPECTION THE APPLICANT MUST SUBMIT:**

1. The application & fee for the Certificate of Compliance.  
(fees are based on the final cost of construction)
2. A final survey of the property.

**NOTE:** The finished or good side of your fence must face your neighbor's property. All fence/wall/gate permits must be closed out with a Certificate of Compliance issued by the Building Inspector.

**Keep this instruction sheet throughout the project for reference.**

**BUILDING DEPARTMENT**  
**VILLAGE OF RYE BROOK**  
**938 KING STREET RYE BROOK, NY 10573**  
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**ARCHITECTURAL REVIEW BOARD CHECK LIST FOR APPLICANTS**

**This form must be completed and signed by the applicant of record and a copy shall be submitted to the Building Department prior to attending the ARB meeting. Applicants failing to submit a copy of this check list will be removed from the ARB agenda.**

Job Address: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Zone: \_\_\_\_\_

Proposed Improvement (Describe in detail):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Applicant appearing before the Board:  
 \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Submission: \_\_\_\_\_

**APPLICANT CHECK LIST:**

**MUST BE COMPLETED BY THE APPLICANT**

The following items must be submitted to the Building Department by the applicant - no exceptions.

1. ( ) Completed Application
2. ( ) Two (2) sets of sealed plans. *(one full size { maximum allowable plan size = 36" x 42" } and one 11"x17")*
3. ( ) Two (2) copies of the property survey.
4. ( ) Two (2) copies of the proposed site plan.
5. ( ) One electronic/disc copy of the complete application materials.
6. ( ) Filing Fee.
7. ( ) Any supporting documentation.
8. ( ) HOA approval letter. *(if applicable)*
9. ( ) Photographs.
10. ( ) Samples of finishes /color chart. *(a sample board or model may be presented the night of the meeting)*

***By signature below, the owner/applicant acknowledges that he/she has read the complete Building Permit Instructions & Procedures, and that their application is complete in all respects. The Board of Review reserves the right to refuse to hear any application not meeting the requirements contained herein.***

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Notary Public

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Notary Public

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**FOR OFFICE USE ONLY:**

**Approval Date:** \_\_\_\_\_ **Permit #** \_\_\_\_\_

**Approval Signature:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_

BOT Approval Date: \_\_\_\_\_ Case # \_\_\_\_\_

PB Approval Date: \_\_\_\_\_ Case # \_\_\_\_\_

ZBA Approval Date: \_\_\_\_\_ Case # \_\_\_\_\_

Other: \_\_\_\_\_

**Application Fee:** \_\_\_\_\_ **Permit Fees:** \_\_\_\_\_

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Application # \_\_\_\_\_

**ARCHITECTURAL REVIEW BOARD:**

Date: \_\_\_\_\_

Chairman: \_\_\_\_\_

Secretary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FENCE / WALL / GATE PERMIT APPLICATION**

Application dated: \_\_\_\_\_ is hereby made to the Building Inspector of the Village of Rye Brook, NY, for the issuance of a Permit for the installation, construction, repair or replacement of a Fence, Wall or Gate, in accordance with Section 250-6 B. (1) (g), of the Code of the Village of Rye Brook, as per detailed statement described below. Swimming pool fences must conform to the State Code.

1. Job Address: \_\_\_\_\_
2. Occupancy/Use: \_\_\_\_\_ S.B.L.#: \_\_\_\_\_ Zone: \_\_\_\_\_
3. Proposed Fence / Wall / Gate (describe in detail):  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
 Architect/Engineer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ email: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Address & Phone: \_\_\_\_\_
5. If building is located on a corner lot, which street does it front on: \_\_\_\_\_
6. What is the estimated cost of construction \_\_\_\_\_  
 (NOTE: The estimated cost shall include all site improvements, labor, material, scaffolding, fixed equipment, professional fees, and material and labor which may be donated gratis.)
7. Estimated date of completion: \_\_\_\_\_

**Please note that this application must include the notarized signature(s) of the legal owner(s) of the above-mentioned property, in the space provided below. Any application not bearing the legal property owner's notarized signature(s) shall be deemed null and void, and will be returned to the applicant.**

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STATE OF NEW YORK, COUNTY OF WESTCHESTER ) as:

\_\_\_\_\_, being duly sworn, deposes and states that he/she is the applicant above named,  
(print name of individual signing as the applicant)

and further states that (s)he is the legal owner of the property to which this application pertains, or that (s)he is the \_\_\_\_\_ for the legal owner and is duly authorized to make and file this application.

(indicate architect, contractor, agent, attorney, etc.)

That all statements contained herein are true to the best of his/her knowledge and belief, and that any work performed, or use conducted at the above captioned property will be in conformance with the details as set forth and contained in this application and in any accompanying approved plans and specifications, as well as in accordance with the New York State Uniform Fire Prevention & Building Code, the Code of the Village of Rye Brook and all other applicable laws, ordinances and regulations.

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

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<b>For office use only:</b>	
PERMIT # _____	
ISSUED: _____	
DATE: _____	
FEE: _____	PAID <input type="checkbox"/>

**APPLICATION FOR CERTIFICATE OF OCCUPANCY, CERTIFICATE OF COMPLIANCE,  
AND CERTIFICATION OF FINAL COSTS**

**TO BE SUBMITTED ONLY UPON COMPLETION OF ALL WORK, AND PRIOR TO THE FINAL INSPECTION**

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Address: \_\_\_\_\_

Occupancy / Use: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_ Zone: \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

P.E./R.A. or Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Person in responsible charge: \_\_\_\_\_ Address: \_\_\_\_\_

Application is hereby made and submitted to the Building Inspector of the Village of Rye Brook for the issuance of a Certificate of Occupancy / Certificate of Compliance for the structure/construction/alteration herein mentioned in accordance with law :

STATE OF NEW YORK, COUNTY OF WESTCHESTER as:

\_\_\_\_\_ being duly sworn, deposes and says that he/she resides at \_\_\_\_\_  
(Print Name of Applicant) (No. and Street)

in \_\_\_\_\_, in the County of \_\_\_\_\_ in the State of \_\_\_\_\_, that  
(City/Town/ Village)

he/she has supervised the work at the location indicated above, and that the actual total cost of the work, including all site improvements, labor, materials, scaffolding, fixed equipment, professional fees, and including the monetary value of any materials and labor which may have been donated gratis was: \$ \_\_\_\_\_,

for the construction or alteration of: \_\_\_\_\_

Deponent further states that he/she has examined the approved plans of the structure/work herein referred to for which a Certificate of Occupancy / Compliance is sought, and that to the best of his/her knowledge and belief, the structure/work has been erected/completed in accordance with the approved plans and any amendments thereto except in so far as variations therefore have been legally authorized, and as erected/completed complies with the laws governing building construction. Deponent further understands that it shall be unlawful for an owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy or Certificate of Compliance shall have been duly issued by the Building Inspector as per §250-10.A. of the Code of the Village of Rye Brook.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Notary Public

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Notary Public