

Congratulations.

Your improvements will help make Syracuse a better place to live, and the City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Codes and Zoning staff during business hours at City Hall Commons, 201 E. Washington St., Room 101 or reach them at (315) 448-8600.

Paul Driscoll

Commissioner of Neighborhood
and Business Development



Department of Neighborhood and Business Development
Division of Code Enforcement
201 East Washington Street, Room 101
Syracuse, New York 13202



City of Syracuse, New York
Dept. of Neighborhood
and Business Development
Permit Office

Obtaining a Residential Fence or Retaining Wall Permit



How to
Make the Process
Go Smoothly.

1 Apply for a Permit:

- Provide the name, address and phone number of the property owner, the permit applicant, and, if applicable, the contractor and/or plan preparer.
- Provide a drawing of the project including size and location of the fence or retaining wall.
- If the contractor is the homeowner or an individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Syracuse as the certificate holder, is required.
- You can obtain these forms at the Permit Office or online at www.syracuse.ny.us/Code_Enforcement.aspx

2 Supply Additional Submissions:

- You must include two (2) copies of a stamped Instrument Survey Map of the property if applicable – not faxed or reduced.
- Retaining walls higher than four (4) feet require stamped plans by a licensed professional.

3 Pay the Required Fees:

- The minimum fee for a fence permit is \$40.
- The fee for a wall permit is based on the contractor's written cost estimate including labor and materials. Typical permit fees according to the cost estimate are:

Cost estimate	Permit Fee
\$0 – 1,000	\$40.00
\$1,001 – 2,000	\$55.00
\$2,001 – 3,000	\$70.00
\$3,001 – 4,000	\$85.00
\$4,001 – 5,000	\$100.00
\$5,001 – 6,000	\$115.00
\$6,001 – 7,000	\$130.00
\$7,001 – 8,000	\$145.00
\$8,001 – 9,000	\$160.00
\$9,001 – 10,000	\$175.00

If the cost estimate is greater than \$10,000, please call 448-8600 for permit fee and other possible requirements.

4 Follow Through with Application Requirements:

- Ensure that all necessary inspections are performed for retaining walls.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.

Helpful Information:

- For properties in a district zoned residential:
 - No solid fencing in the front yard
 - Fencing in the front yard must not exceed four (4) feet
 - Fencing in side and rear yards must not exceed six (6) feet
- For properties zoned Commercial or Industrial, screening devices may attain a height of eight (8) feet within any yard area.
- The height of the fence is measured from ground level to the top of the fence.
- For properties situated on a corner lot, contact the Zoning office at 448-8640.
- Barbed wire or electrical fencing can only be used in Industrial districts which are located more than 500 feet from a Residential district.
- Gates cannot swing over the right of way or across lot lines.
- The front lot line of the property may not be at the sidewalk.
- If a property is located within a local preservation district or is a local protected site, a Certificate of Appropriateness will be required from the Landmark Preservation Board. Call 448-8108 for more information.
- Call 448-8600 with any questions regarding retaining walls and fences used as pool enclosures.
- Free 2-hour parking is available on the northwest corner of South Warren and East Washington Streets.

Division of Code Enforcement Permit Office

201 East Washington Street
City Hall Commons, Room 101
Syracuse, NY 13202
8:00 a.m. – 5:00 p.m.
(315) 448-8600
www.syracuse.ny.us