

## Sec. 17-183. FENCES

1. No fence shall exceed six feet (6') in height unless a special exception is granted by the Board of Adjustment for such fence.
2. No fence shall be erected prior to obtaining a building permit from the Building Inspector.
3. The finished side of a fence shall face outward from the property on which the fence is located when such fence is located on a property or lot boundary line. Likewise, the side of a fence containing the posts or poles and other bracing appurtenances shall face inward to the property on which the fence is located when such fence is located on a property or lot boundary line.
4. When erected near a property or lot boundary line, the entire fence including any of its supporting structures or appurtenances shall be contained within the property on which the fence is being located.

Building Permits ARE required before beginning New Construction, Additions, Alterations of Existing Buildings or Major/Structural Repairs.

Building Permits ARE also required for fences, pools, and siding.

Signs and Demolition (not a part of a building permit) require an application for a separate permit.

Building Permits are NOT required for ordinary non-structural repairs, including replacement windows for which there are no framing changes.

### APPLYING FOR A FENCE PERMIT

1. Fence Permit Application- Filled out accurately, stating specifically the proposed work to be completed. Owner/contractor signature, Estimated Cost, Telephone Contact Number and all Descriptive information is required.
2. Plot Plan (Form BC-2) - Provide us with a drawing of the property (plot) including the existing structures and any new structures you propose. BE SURE to include distances from structures to the closest property line.
3. Front or Side View Drawing (Elevation) - Provide us with a side or front view drawing of the new structure to give us an idea as to what the new structure will look like and how you propose to build it. (Not required for roofing or siding)
5. List of Materials for the Project - Please give us a list of the major materials to be used in the project.

Permit processing generally takes about one week.

We will call the owner or the contractor listed on the application if we have questions regarding specifics of the project or if anything is missing.

Feel free to call us if you have questions. We will try to help in any way we can.



The City of Berlin Code Enforcement  
Building Inspector

168 Main Street, Berlin, NH 03570  
603-752-1630, fax 603-752-2620

**FENCE PERMIT APPLICATION**

1. Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_
2. Location of Property: \_\_\_\_\_ Telephone: \_\_\_\_\_
3. Type of Occupancy (Single family, Two Family, Multiple Family, Business) : \_\_\_\_\_
4. Size of lot: \_\_\_\_\_

**FENCING**

5. Height of fence \_\_\_\_\_ Length of fence \_\_\_\_\_
6. Will fence go around full perimeter of the property, please indicate on attached plot plan.
7. Materials  
\_\_\_\_\_
8. Estimate Cost: \_\_\_\_\_

**REMARKS:** (State clearly all particulars here) \_\_\_\_\_  
\_\_\_\_\_

Contractor: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

I hereby acknowledge that I have read this application and state that the above is correct. I agree to allow inspections by the technical inspectors upon notification and at reasonable times. That the construction and installations will be in accordance with the plan submitted and in accordance with the ordinances of the City of Berlin and the State of New Hampshire.

Date and Signature of Owner: \_\_\_\_\_

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Zoning approved by: \_\_\_\_\_ on: \_\_\_\_\_, 20\_\_; Zoning Officer  
Approved by: \_\_\_\_\_ On: \_\_\_\_\_, 20\_\_; Fire Prevention Bureau  
Permit approved by \_\_\_\_\_ Issued on: \_\_\_\_\_, 20\_\_; Building Inspector



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PLOT PLAN TO ACCOMPANY AND FORM PART OF APPLICATION FOR BUILDING PERMIT.

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Requirements: (1) Draw as large as will conveniently fit form. (2) Dimensions of lot and buildings and proposed fence (figures); (3) Show distance from buildings to lot lines; (4) Show existing buildings, give size and type; (5) Show distance between proposed fence and existing buildings; (6) Show buildings on adjacent lot and distance from lot line; (7) Show street and setback from street; (8) North Point.

Information other than the above shall be furnished upon request of the Building Inspector.

Street Name \_\_\_\_\_

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Location of lot \_\_\_\_\_

Proposed new Building Shown Thus \_\_\_\_\_

Owner \_\_\_\_\_

Owner=s Address \_\_\_\_\_

Date Approved \_\_\_\_\_

Drawn by \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Building Inspector