

## Walk Gate Installation Preparation Sheet

- Notify** your neighborhood association for code concerning style & height restriction.
- Notify** your neighbors.
- Apply** for and **obtain** any required permits.
- Obtain** a survey of your property. This is usually provided with your homes deed.
- Mark** your property corners and establish your property lines if gate is to be placed near property lines.
- Determine** exactly where you would like your gate to be located. NOTE: The outside of the gate post must be a minimum of 6" from the property line. Check local codes for specific details.
- Remove** any obstructions blocking your walk gate and posts. Customer must remove all trees, shrubs, rocks, etc. within the walk gate line prior to installation.
- Mark** any underground utility lines, drainage lines and irrigation lines. Please call your irrigation company as well as any other companies that have done work underground in this area previously.
- Call** Ohio Utilities Protection Services at 1-800-362-2764 to locate underground utilities. Visit them online at <http://www.oups.org/>. Just remember that state law requires that you call "48 hours before you dig" excluding weekends and legal holidays. This is a free service.
- Determine** where you would like dirt relocated on your property.

I would like the dirt placed \_\_\_\_\_

Fortin Ironworks will NOT haul away your dirt or throw it in a garbage receptacle.

- Provide** Fortin Ironworks with ALL of your phone numbers to contact you.

Home Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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

If Fortin Ironworks is hired to install your gate, please be aware of these conditions:

- Typical walk gate post holes are approximately 24" - 36" deep x 9" - 18" diameter
- Fence rows and walk gate posts according to code must be installed a minimum of 6" in from property lines.
- If dirt location is undetermined, Fortin Ironworks will pile the dirt and debris next to each post along the fence row or next to the walk gate posts. Fortin Ironworks will not move this dirt once it is removed from the holes and placed on the ground.
- It is the responsibility of the homeowner to mark any underground utilities. If Fortin Ironworks damages an underground line, it is the responsibility of the homeowner to pay for any repair costs.
- Additional charges will be added to your balance to remove or go through old foundations, footers, rocks, bushes, trees and any other items in the gate line.
- Please be prepared for damaged lawn and landscape. Fortin Ironworks will make every reasonable effort to prevent such damage. If you have delicate landscape or ornaments, please make appropriate actions to protect these items or remove these items until the installation is completed.
- **All jobs must be paid in full on or before day of completion.**

- I have read and agree to this preparation sheet and I have completed all items listed. **Fortin requires a signed preparation sheet and quote to begin your job. Please fax or deliver this sheet to the location below.**

Signature \_\_\_\_\_ Date \_\_\_\_\_