



APPLICATION FOR A FENCE PERMIT

I. Applicant Information

Applicant Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Applicant Address \_\_\_\_\_

Name of Property Owner \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Name of Fence Contractor \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

II. Fence Information

Property Use:  Residence  Business  Church / School  Other \_\_\_\_\_

Fence Height \_\_\_\_\_ ft.

Fence Type:  Chain Link  Picket  Privacy (wood/vinyl)  Split Rail  
CIRCLE ONE

Other \_\_\_\_\_

Will this fence enclose a pool? Yes  No

Will this fencing add to or replace an existing fence? Yes  No

Is this fence to be erected on a corner lot property? Yes  No

APPLICATION MUST INCLUDE PLOT PLAN SHOWING PLACEMENT OF PROPOSED FENCE IN RELATIONSHIP TO PROPERTY LINE(S) AND BUILDING(S).

III. Applicant Certification

I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ATTACHMENTS ARE ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO ACKNOWLEDGE THAT PROVIDING INNACURATE INFORMATION ON THIS APPLICATION OR ATTACHMENTS MAY INVALIDATE THE APPLICATION OR SUBSEQUENTLY APPROVED PERMIT.

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

\_\_\_\_\_  
Date

For Office Use Only

PERMIT NUMBER \_\_\_\_\_ APPLICATION NUMBER \_\_\_\_\_ CHECKLIST \_\_\_\_\_

PARCEL NUMBER \_\_\_\_\_ ZONING \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_

DATE APPROVED \_\_\_\_\_ APPROVED PER SECTION(S) 1107.17

BY \_\_\_\_\_ TITLE \_\_\_\_\_

***What paperwork is required to apply for a fence permit?***

- 1) The fence permit application
- 2) A simple plot/site plan, drawn to scale, showing the proposed fence location in relationship to property lines, streets, buildings and structures located on the property. A sample plot/site plan is illustrated below.

***What are the location and height requirements for fences?*** Fences can be erected anywhere on a property, as long as they don't encroach onto neighboring properties. Generally, fences erected in front yards can be up to 42" (3 feet 6 inches) in height must be "open" – no solid privacy fences. Fences erected in side and rear yards can be up to seven feet (7') in height. There are special height restrictions for some corner lot properties which have two street frontages (refer these questions to GIS or Community Services Department staff).

***How do I get a simple plot plan of my property?*** The property owner may have received a mortgage survey or similar plan when the house was purchased. The fence location can be drawn on a photocopy of this plan. If no plot plan is readily available, the GIS or Community Services Department staff can assist with obtaining a site plan / aerial photo of the property through the City's GIS (Geographic Information System)

***I don't know where my or my neighbor's property lines are located; can the City visit my property and find them?*** No, sorry, only a commercial registered surveyor can physically locate property lines. Surveyors can be found in any Yellow Pages under "Surveyors – Land".

***What is the fee for a fence permit?*** There is no fee.

***How long does it take for approval?*** If the application is complete and accurate, GIS or Community Services Department staff can usually have the application approved within 1-2 working days.

***What about fences for pools?*** If you are applying for a pool permit, there are specific requirements for fencing. The pool and fence permit applications may be obtained together from the Building Department Secretary. All questions specific to pools must be referred to the Building Department. The Building Department secretary will call the applicant once both permits are approved.

