



# Fence Permit Checklist

**PERMIT IS TO BE APPROVED, ISSUED & PAID BEFORE INSTALLATION COMMENCES**

- Fence/Hedge Permit Application** — Fill out the following areas: Job Address, Owner Information, Applicant Information, General Contractor (fence installer), Description Of Work (Type of fence being installed) and Signature Of Applicant. Only the homeowner or contractor may complete the application.
- Fence Location** — Locate and expose all property pins prior to installation of the fence to ensure placement the fence will be within the lot boundaries of the described property on the recorded final plat.  
  
Fence is prohibited in right of way, permitted in side and rear yard.  
  
If a corner lot, a fence between the house and the curb is to be no taller than 3' and 3' from property line (unless on designated City Trail, then 8' from property line).  
  
**Hedge Location** — Hedges and bushes must stay 3' off all property lot lines.
- Scale Drawing** — This drawing will need to show the full lot and location of the proposed fence or hedge in red ink. City Hall can assist with getting you this.
- Other Conditions** — Check for development/HOA/covenant restrictions before installing the fence. Call for utility locates before installation begins.
- Fence Permit Fee** — \$50.



STAFF USE ONLY  
 RECEIVED BY:  
 DATE:

**Fence/Hedge Permit Application**

Applicant must complete numbered items and highlighted spaces.

1	<b>JOB ADDRESS:</b>			
2	<b>OWNER</b>	<b>MAILING ADDRESS</b>	<b>CITY STATE ZIP</b>	<b>PHONE #</b>
				<b>EMAIL</b>
3	<b>APPLICANT</b>	<b>MAILING ADDRESS</b>	<b>CITY STATE ZIP</b>	<b>PHONE #</b>
				<b>EMAIL</b>
4	<b>FENCE CONTRACTOR</b>	<b>MAILING ADDRESS</b>	<b>CITY STATE ZIP</b>	<b>PHONE #</b>
				<b>EMAIL</b>
5	<b>DESCRIBE WORK</b>			
6	<b>VALUATION</b>			

**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction. Any unapproved changes made herein shall make the application invalid.**

Signature of Owner or Authorized Agent

Date

PLEASE PRINT ABOVE NAME HERE: \_\_\_\_\_