

Check List for Fence Permit

- ☐ Signed and notarized application & \$85 application fee
- ☐ Proof of certified notice to contiguous properties (affidavit)
- ☐ Copy of the letter sent to neighbors
- ☐ A list of the neighboring properties the notice was sent to
- ☐ Submit photo of lawn sign on property supplied by BD (only if a neighbor contests the fence)
- ☐ Survey or site plan showing the location of the proposed fence (with type and heights labeled if there are multiple types)
- ☐ Picture or spec sheet of the proposed fence
- ☐ If the fence is not the same on both sides the finished side of the fence must face the neighbor
- ☐ Side and rear yard may be 6' high maximum
- ☐ Front yard fence may be 4' high maximum and must be 40% open and may not be chain link
- ☐ Contractor info, license and insurances
- ☐ Review approved by Building Inspector & payment of Permit fee \$

To close permit

- ☐ Final docs from permit submitted to Building Department
- ☐ Final inspection appointment called for
- ☐ As built survey submitted to Building Department
- ☐ Any additional fees paid