

Completing a Fence Application

A guide to help you understand the process:

Fees: \$15.00

What is a fence permit?

- A fence permit is the City's approval of the proposed construction of fence and that it complies with Zoning and other department regulations.

When do you need to apply for a fence permit?

- When construction of a fence is going to be placed on a property.
- When replacing a fence that was precisely already constructed on the property.

Application Submittal:

1. Complete the fence permit application including reading the easement agreement on the back of the application.
2. Copies of the site plan showing where the fence is going to be located. Please note this on the site plan in a different color or style. If you are unable to obtain a site plan, you may submit a site plan that is walked off to scale. If you are not sure of any easements please check with the town hall.
3. Call MISS UTILITY before construction of fence is done. They will mark any electrical, cable, water ext.
4. Payment of application

How does the process work?

- Application is reviewed by the Zoning Department. *NOTE: This process normally takes 3 to 5 business days pending information that may be required to the application during review.*
- Once approved a signed copy of the application with the Zoning Administrator will be mailed along with an approval letter, this will also be mailed to the Contractor if applicable.
- Once the fence is complete in construction a second copy of the application with the code enforcer's signature will be attached with a completion letter.

We are here to inform and assist you during the process. If you have any questions or problems arise, please feel free to contact our office and we will do our best to help you.

Office Contacts

Monica Weierbach- Zoning Administrator

Annelise M. Niner- Permits Administrator

301-829-1424