



## FENCES

### Do I need a permit to install a fence?

- Yes, a permit is required to install or replace a fence. This includes all standard privacy or non-privacy fences, deck or patio screening, ornamental fences, pool and hot tub barriers, as well as RV or trailer screens.
- Minor repairs up to 3 posts / 2 sections do not require a permit.



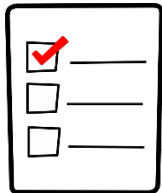
## PERMIT PROCESS

Due to the uniqueness of each installation, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

### Step 1: Permit Application Submittal

#### Submittal Requirements Checklist

- Completed [Building Permit Application](#)
- Completed Affidavit of Compliance (see page 5)
- All contractors must be registered for the current calendar year with the Village. See [Contractor Registration Application](#)
- Two copies of the Plat of Survey
  - Plat of Survey should be clean and legible
  - Indicate the location of the fence marked with X's (X-X-X-X) in black ink. If the fence is to have multiple heights and/or styles, please clearly identify the height and/or style at each location.
  - Provide dimensions for each length of fence
  - If the property has a pool, spa, or hot tub, clearly show it on the plat of survey. The proposed fence/barrier shall have a written detailed explanation as to how it conforms to the requirements. If it does not currently conform, explain how it will be modified to conform.
- A detailed scope of work or proposal from the contractor, which should include
  - Type of fence, style, and materials. Style of fence should be clearly identified, including whether it is open, semi-open, or solid. (See examples on page 4)
  - Height of fence
- Homeowners Association approval, if applicable.



### Step 2: Processing and Plan Review

#### Review Period

- Average review time is 3 to 5 business days after all required information is provided.
- If any portion of the application is not approved, applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all of the items that need to be addressed prior to the permit being issued. Applicant must respond in writing and provide corrected plans as directed in the review letter, at which time the revised plans will be reviewed.
- Once approved, applicant needs to pay for and pick up the permit before any work begins.

## Step 3: Permit Issuance

### **Permit Fee**

- The permit fee for a Fence Permit is \$35 for the first 100 lineal feet and \$5 for each additional 100 lineal feet or any part thereof.
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.

### **Approved Plans**

- Approved plans will be given to the applicant at time of issuance.



## Step 4: During Construction

### **General Information**

- The permit card must be posted at the property in plain view from the street and remain until final inspections have been approved.
- Construction is permitted on weekdays between 7 a.m. and 7 p.m. and on weekends between 8 a.m. and 7 p.m. (See the Village's Municipal Code, [Section 9.38.037](#))
- No materials or dumpsters are to be stored on the street or in the parkway.
- Approved plans must be kept on site and be available at inspections.



- Any changes to approved plans, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- Permit is invalid if work is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.

### **Underground Utilities**

- Call 811 at least a few days before you start any digging project. Utility companies who have potential facilities in the area will be notified. Each utility company will send a locator to mark the appropriate location of the underground utility lines within a few days of your call. For more information, visit [call811.com](http://call811.com).



## Step 5: Inspections

### **Required Inspections**

- Posthole inspection
  - A posthole inspection is required for all fences over 5 feet in height. Call the *Building Department* at (847) 459-2530 at least 48 hours in advance of when the holes will be ready.
- Final inspection
  - Once the work has been completed, call the *Building Department* at (847) 459-2530 to schedule the final inspection. Final inspections will typically be done within a week.

## CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS

Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.

### Fence Height

- Fences may be erected, placed and maintained to a height not to exceed 6 feet above ground level.
  - Solid fences may be erected to a maximum height of 5 feet above grade.
  - Fencing material that is over 5 feet in height shall be of a design that is open so as to allow visibility perpendicular or tangentially through the entire height of fence when moving along a plane parallel to the fence, including but not by way of limitation, board on board; shadowbox; picket or any other style of fencing that allows open visibility through the fencing material.
    - Exceptions to solid fences over 5 feet in height include residentially zoned properties that abut non-residentially zoned property or multi-family zoned property; along major streets and highways, parks, or railroad right of ways; or as approved through variations. Solid fences up to 6 six feet in height may be erected in these locations.

- Fence posts, including decorative fence post caps, shall not extend above the height of the fence by more than 8 inches.

## Fence Location

- No fence, other than an ornamental fence, shall be located nearer to the street than the front line of the building.
- It shall be permissible to erect a fence on a lot up to the lot line at the rear of a lot where the front and rear of the lot are both on a street.
- No fence may be erected to a height exceeding 3 feet above the street grade within 45 feet of the intersection of any curb lines or street lines projected.
- It is unlawful to erect any fence that will cross, block, or in any way obstruct public sidewalks or any other public ways. This includes any gates.
- No fence shall be erected within 12 inches of any public sidewalk or other public way.
- Patio Screening:
  - Either solid or open style fences may be erected, placed and maintained directly adjacent to a patio or deck to be a height not to exceed 6 feet above ground level or 6 feet above a wood deck. No such screening structure shall be located nearer to any interior lot line than permitted for the main building.

## Construction and Appearance

- The finished side of the fence must face out toward the front, rear, side and street lot lines.
- Fence posts for all fences over 5 feet in height shall extend 42 inches below grade, or be secured to a pier which extends 42 inches below grade. The Village recommends all fence posts extend 42 inches below grade.
- In addition to the Village's Fence Code, there may be special conditions for the area in which you live that may restrict the size, type, height or location of your proposed fence or may prohibit fencing altogether.

## Special Circumstances

### **Corner Lots:**

- Fences may be erected, placed and maintained on corner lots provided they maintain a minimum of 4 feet from the property line. Such fences must be of an open or a shadowbox style and shall not exceed five feet above ground level, and shall conform to all sections of the Fence Code.

### **Swimming Pool, Spa, or Hot Tub barrier:**

- If there is a pool or hot tub on the property, the fence may actually be a required barrier. Pool and hot tub barriers have their own extra requirements. Refer to the "Swimming Pools, Spas, and Hot Tubs" project guidelines for further information and explain how the barrier will meet the requirements.
- Minimum requirements for barrier:
  - A minimum of 48 inches high
  - Opening in the barrier shall not allow passage of a 4-inch diameter sphere
  - Maximum mesh size for chain link fences shall be a 1.25-inch square unless the fence is provided with slats which reduce the openings to not more 1.75 inches
  - Access gates shall open outwards away from the pool and shall be self-closing and have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches from the bottom of the gate, the release mechanism shall be located on the pool side of the gate at least 3 inches below the top of the gate and the gate and barrier shall not have an opening greater than ½ inch within 18 inches of the release mechanism.

### **Golf Course lots:**

- No fence is allowed in any rear yard that abuts a golf course, with the following exceptions:
  - A 4-foot high fence is allowed on the property line if it is to be used in conjunction with an in-ground swimming pool requiring such fencing. In such cases a permit for the erection of a 4-foot fence will be issued with the in-ground swimming pool permit, as long as they comply with Village regulations, including but not by way of limitation, the Village building code.
  - A 4-foot high fence is allowed, not to exceed a distance of 6 feet from the edge of an above-ground swimming pool or hot tub/spa requiring such fencing. In such cases a permit for the erection of a 4-foot high fence will be issued with the above-ground swimming pool or hot tub/spa

permit, as long as they comply with Village regulations, including but not by way of limitation, the Village building code.

- Patio and deck screens are permitted provided they are attached or adjacent to the patio or deck and do not exceed 4 feet in height.
- Fencing for dog runs is permitted, provided it is attached to and does not extend more than 10 feet from the rear of the house, and does not exceed 4 feet in height.

**Ornamental fence:**

- An ornamental fence may be erected in the rear, side or front yards. An ornamental fence requires a permit and shall not exceed 4 feet in height. No ornamental fence shall exceed 18 feet in continuous length. No section of ornamental fencing is allowed to be placed closer than 20 feet to any other section of fencing. Ornamental fencing is designed to be decorative in nature or to be used as an accent piece.

**Non-residential districts:**

- Fences may be erected, placed and maintained along a lot line in nonresidential zoning districts. Fences may be erected not to exceed a height of 8 feet.
- A 6-foot solid fence may be erected to enclose and screen refuse collection areas or facilities.

## MORE INFORMATION



- More details and requirements can be found in
  - Village’s Municipal Code, [Section 15.20 – Fence Code](#)
  - “Swimming Pools, Spas, and Hot Tubs” project guidelines
- Call the Building Department at (847) 459-2530 with any questions.
- All forms and applications can be found at [www.vbg.org/bzdownloads](http://www.vbg.org/bzdownloads).

## EXAMPLES OF FENCE STYLES:

**Open Fence**  
(ex. picket, spaced picket, rail, etc.)



**Semi-Open Fence**  
(ex. board-on-board, shadowbox, etc.)



**Solid Fence**  
(ex. board-to-board, privacy, etc.)



## AFFIDAVIT OF COMPLIANCE

**THIS FORM MUST BE SUBMITTED WITH THE PERMIT APPLICATION**

**Property Address:** \_\_\_\_\_

**PLEASE INDICATE THE STYLE OF FENCE BEING INSTALLED (CHECK ONE):**

**Open Fence**  
**Maximum height 6'**  
(ex. picket, spaced picket, rail, etc.)



**Semi-Open Fence**  
**Maximum height 6'**  
(ex. board-on-board, shadowbox, etc.)



**Solid Fence**  
**Maximum height 5'**  
(ex. board-to-board, privacy, etc.)



I, \_\_\_\_\_, certify that the fence being installed at the property address listed above **matches** the style indicated and is \_\_\_\_\_ feet in height.

- I understand that the fence height is measured from the existing approved grade and includes all appurtenances and attachments to the fence.
- I further understand that if the installed fence **differs** from the type and height identified above and approved on the permit; I will be required to remove the fence, modify the fence, and/or reduce the height to a height allowed by code.

Print Name of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Homeowner: \_\_\_\_\_