



FENCE Permit Submittal Information

Required documents:

1. Completed and signed Building Permit application with Email addresses.
2. Provide 2 site plans **to scale** illustrating the location of the fence with distances to any buildings, structures, and any trees. **Also include the height of the fence and/or gates and whether they are privacy fence (wall) or 50% or more open.**
 - a. Tree Inventory Plan
 - i. Label species of the trees – (Hardwood – “hwd” or Pine) of existing trees, indicate diameter at breast height.
 - ii. If no trees are within 30 feet of the limit of disturbance for the proposed work, provide two different photos of the site, which clearly shows no trees will be impacted and submit a complete “No Trees Impacted Statement”.
3. Style of fence **(Provide a drawn elevation of one section of fence and or gate)**
4. Illustrate the construction of the fence that include:
 - a. Material (wood, metal, etc)
 - i. Indicate the wood grade and species (type)
 - b. Indicate all dimensions for height, width of each fence panel, and post sizes.
 - c. Method of connection to any structure
 - d. Any trees on the site along with the ramp’s distance from any tree

Submit to:

1. **EXPRESS LINE**
2. Arborist
3. Zoning

Required approvals:

1. Zoning
2. Arborist
3. Building
4. Arborist, if applicable

Required Inspections:

1. Footing – Building
2. Site inspection – Arborist, if applicable
3. Final – Building

Permits required.

1. Building