



City of Countryside - Community Development Department

## FENCE Permit Requirements

803 Joliet Road

Countryside, IL 60525

(708) 354-1860

Fax: (708) 354-9445

[www.countryside-il.org](http://www.countryside-il.org)

The following information must be filled-out on the general permit application in order to approve the permit.

- Date of application
- Address of Structure
- Estimated Cost
- Project Description - Fence Material, Height
- Property Owner's Name, Address and Phone Number
- General Contractor's Name, Address and Phone Number  
(Indicate "Homeowner" if a contractor is not being used)
- Sign and Date Permit Application
- All permit applications submitted to the building department will require a tax bill and the Property Identification Number

### PLAT OF SURVEY

A Plat of Survey of the property must accompany the permit application. This will not be returned to the property owner; however, our office would be happy to make a copy. Draw the fence on the plat in its exact location.

### FEE

The fee for a residential fence permit is \$75.00. The fee for a non-residential fence permit is \$20.00 per \$1,000.00 job valuation or a \$75.00 minimum. Payment is not required until the permit is approved and communication is sent by the Community Development Department. Commercial plan review fees are not included and must be paid for separately. Payment is either via on-line payment, cash or check, make payable to: City of Countryside.

### PERMIT ISSUANCE

Permits take approximately **THREE TO FIVE BUSINESS DAYS** to process. The Community Development Department will notify the property owner via e-mail when permit has been approved for release. Permits are printed when picked-up at the Community Development Department or sent via e-mail for display as required.

### PERMIT EXPIRATION

The life of a permit is twelve (12) months from the date of issue. A permit may be extended past the twelve (12) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within the six (6) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.

### INSPECTIONS

All fences require a post hole inspection (after the holes are dug and before pouring concrete) and a final inspection (when all work is completed). Inspections are scheduled by calling the building department at least one business day in advance at 708-354-1860.

## CONTRACTORS

All contractors doing work in the City of Countryside must be licensed and bonded with the City prior to starting work. Permits will not be issued unless all contractors noted on the permit are licensed and bonded. If at any time during the permit approval process or during construction after the permit is approved and issued, a decision is made to change any contractor listed on the application, a revised permit application form must be completed and submitted to the Community Development Department. Verification of the new contractor's license and bond status as current must be confirmed by the City before work on the project can resume.

## PROPERTY OWNER

A permit is required for all new fencing or replacement fencing. The owner of the property where work is to be performed is responsible for filling out the permit application and obtaining the permit before any construction is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but is still responsible.

## J.U.L.I.E.

Please call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours prior to any digging. Please call 1-800-892-0123.

## ORDINANCE REQUIREMENTS

**Residential Fences:** The maximum height allowed for all fences in the rear yard is six feet. The post holes must be set in at least three feet of concrete and the post hole itself must be 42 inches deep. Note: slats of any kind are prohibited in chain link fences.

**Corner lots have special requirements concerning two front yard set backs. It is best to bring in the Plat of Survey to discuss fencing allowed on these lots.**

**Commercial Fences:** All commercial properties are required to have a fence where they border a residential property. The fence is required to be a solid 8ft tall fence with steel or aluminum posts.

**If you have any questions, please contact the Community Development Department at (708) 354-1860.**

