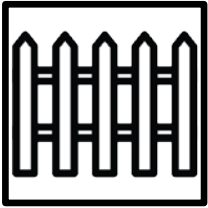




BUILDING DEPARTMENT



**COUNTY FENCE PERMIT APPLICATION**  
**(Effective 4/1/2022)**

**FENCE PERMIT CHECKLIST**

- 1. Completed Application
- 2. Site Plan or Aerial View of property showing:
  - a. Property lines/size of property
  - b. Streets/alleys abutting property
  - c. Size and location of driveway and any abutting driveways
  - d. Size and location of all structures on property
  - e. Size, type, and location of fence being planned
- 3. Special use/exception and/or variance approvals if applicable
- 4. Cost of labor and materials (on application form)
- 5. All applicable contractors involved in the project (on application form)
- 6. Permit fee: \$50

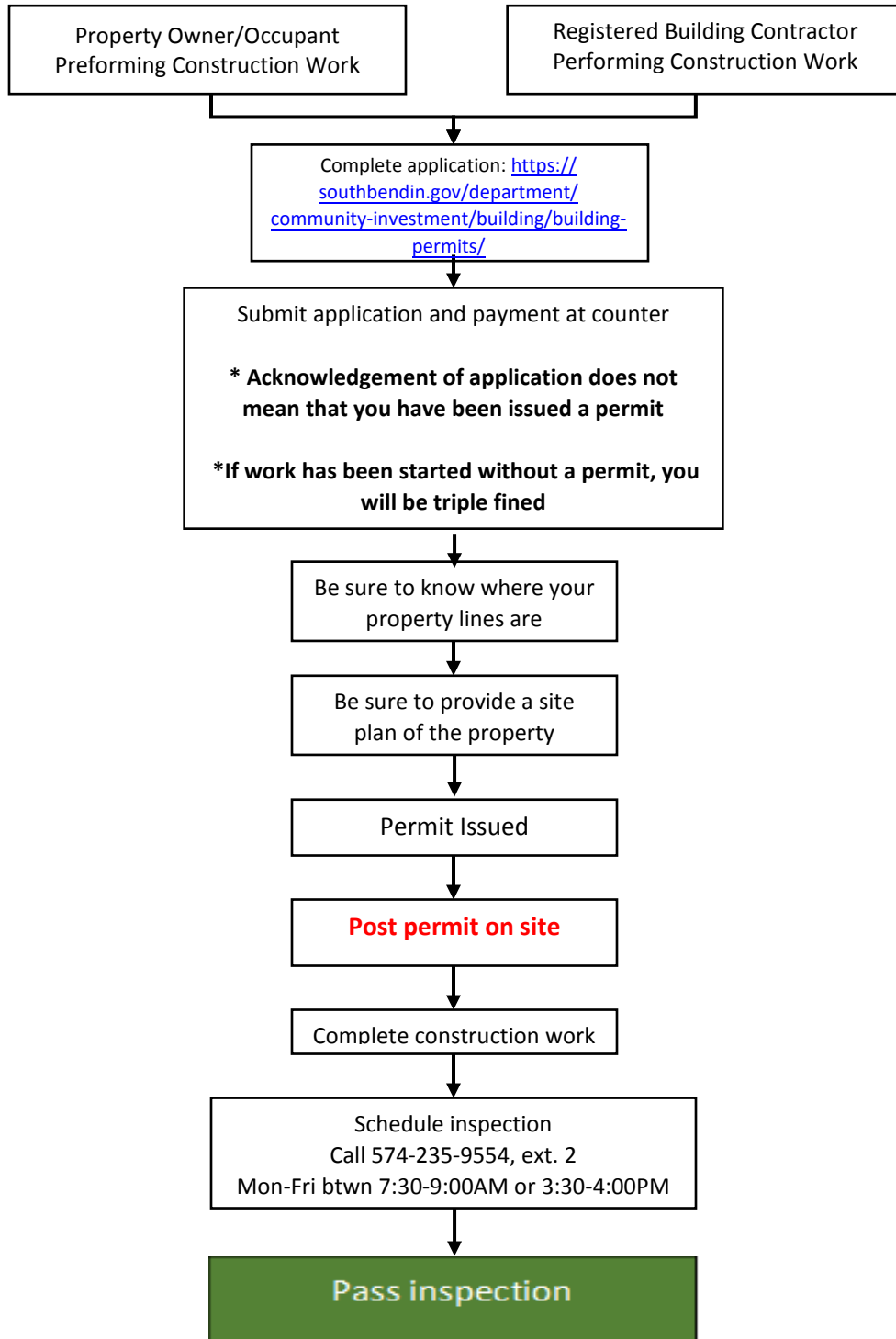
**USEFUL LINKS**

- ✓ Zoning Ordinance/Variance Applications for the County:
  - <http://www.sjindiana.com/352/Zoning-Ordinances>
- ✓ Flood Plain Map:
  - <https://indnr.maps.arcgis.com/apps/webappviewer/index.html?id=05026dabc2e8461983e196d56a213c1e>
- ✓ Ditch, Tile, and Watershed Boundaries:
  - <https://sjcgis-stjocogis.hub.arcgis.com/apps/366fd1b42ffa4b87a0b205f5fe90add1/explore>
- ✓ St. Joseph County Schedule of Fines and Fees:
  - [https://codelibrary.amlegal.com/codes/stjosephcounty/latest/stjosephco\\_in/0-0-0-13016](https://codelibrary.amlegal.com/codes/stjosephcounty/latest/stjosephco_in/0-0-0-13016)

# FENCE PERMIT APPLICATION

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

## FENCE PERMIT APPLICATION PROCESS FOR CITY PROPERTIES



EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

125 S. Lafayette Blvd. | Suite 100 | South Bend, Indiana 46601 | p 574.235.9554 | f 574.235.5541 | www.southbendin.gov

# FENCE PERMIT APPLICATION

ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

PAYMENT:  
CHECK # \_\_\_\_\_  
CARD  
CASH

## PROPOSED

## PROJECT

### ADDRESS:

\_\_\_\_\_

Address City Zip Township

### PROPERTY OWNER:

\_\_\_\_\_

### PHONE NUMBER:

\_\_\_\_\_

### EMAIL:

\_\_\_\_\_

### MAILING ADDRESS:

\_\_\_\_\_

Address City State Zip

### COST OF CONSTRUCTION \$

\_\_\_\_\_

**\*SIGNED CONTRACT SHOWING COST OF CONSTRUCTION  
MUST BE PROVIDED UPON APPLICATION SUBMITTAL\***

### NEW FENCE HEIGHT:

\_\_\_\_\_

Front Yard (ft) 1<sup>st</sup> Side Yard (ft) 2<sup>nd</sup> Side Yard (ft) Rear Yard (ft) Other (ft)

### NEW FENCE MATERIAL (e.g. wood, vinyl, aluminum):

\_\_\_\_\_

### NEW FENCE TYPE:

70% or more open  
e.g. **chain-link**, split rail

Less than 70% open  
e.g. **privacy**, chain-link with privacy slats

Mix of 70% open and less than 70% open  
\* Indicate locations of each type on site plan

### NEW FENCE LOCATION:

#### \*SHOWN ON SITE PLAN

Front Yard  1<sup>st</sup> Side Yard  2<sup>nd</sup> Side Yard  Rear Yard  Other

### VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE\*:

\_\_\_\_\_

\*PLEASE PROVIDE APPROVAL LETTER

\*\*\* Please note that it is the Property Owner's responsibility to determine property line locations and to assure that the erected fence does not expand past these property lines/height regulations.

Please **initial** to acknowledge:

**FENCE PERMIT APPLICATION**

**ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT**

**BUILDING**

**CONTRACTOR:** \_\_\_\_\_ **OR** **OWNER AS CONTRACTOR**

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Address City State Zip

**\*All contractors must be licensed and/or registered with our department. For more information on this go to <https://southbendin.gov/department/community-investment/building/contractor-licenses/>**

**\*Application can be emailed to us at [building@southbendin.gov](mailto:building@southbendin.gov) or provided to the address below for review.**

**\*Application must be signed below.**

I certify the above to be true and accurate to the best of my knowledge.

The Owner or Assignee obtaining this permit is responsible for determining the location of the property lines and conforming with the setback, height, and all other requirements of the Zoning Ordinance. Also, the restrictive covenant relating to the property may be more restrictive and should be checked.

The undersigned Owner or Assignee does hereby accept the above responsibility.

\_\_\_\_\_  
**APPLICANT SIGNATURE** **DATE**

\_\_\_\_\_  
**PRINT NAME** **ORG/BUSINESS OR OWNER**

\_\_\_\_\_  
**PHONE** **EMAIL**

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