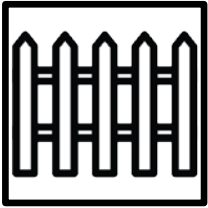




BUILDING DEPARTMENT



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

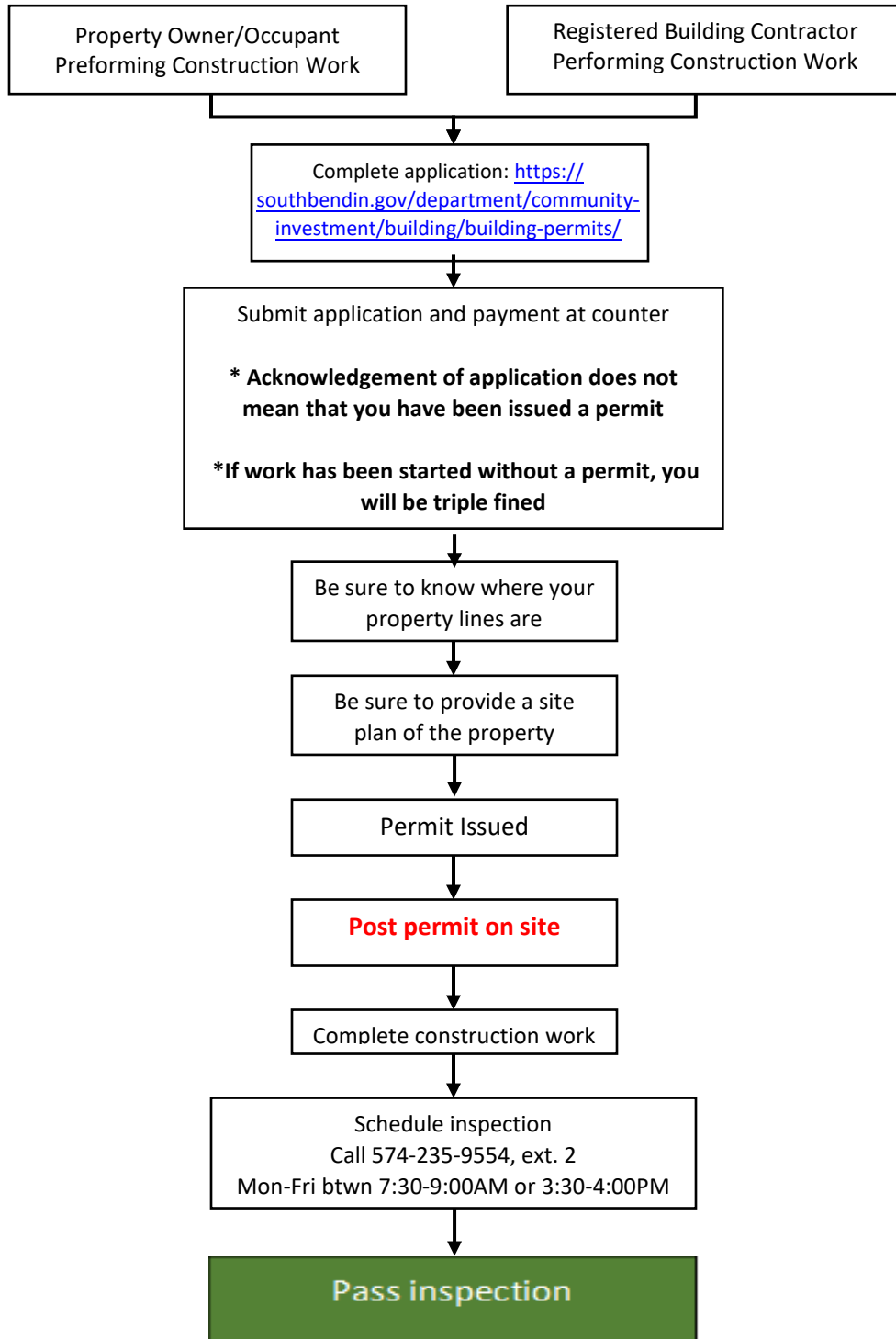
FENCE PERMIT CHECKLIST

- 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
f. See an example of Site Plan here: https://southbendin.gov/wp-content/uploads/2018/08/Example-of-Site-Plan.pdf
3. Special use/exception and/or variance approvals if applicable
4. Signed contract showing estimated cost of construction
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.sjcindiana.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

FENCE PERMIT APPLICATION PROCESS FOR CITY PROPERTIES



**COUNTY 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:**  +0% or more open  
*e.g. chain-link, split rail*  Less than +0% open  
*e.g. privacy, chain-link with privacy slats*  Mix of +0% open and less than +0% 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:

**COUNTY 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**