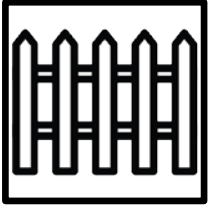




BUILDING DEPARTMENT



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

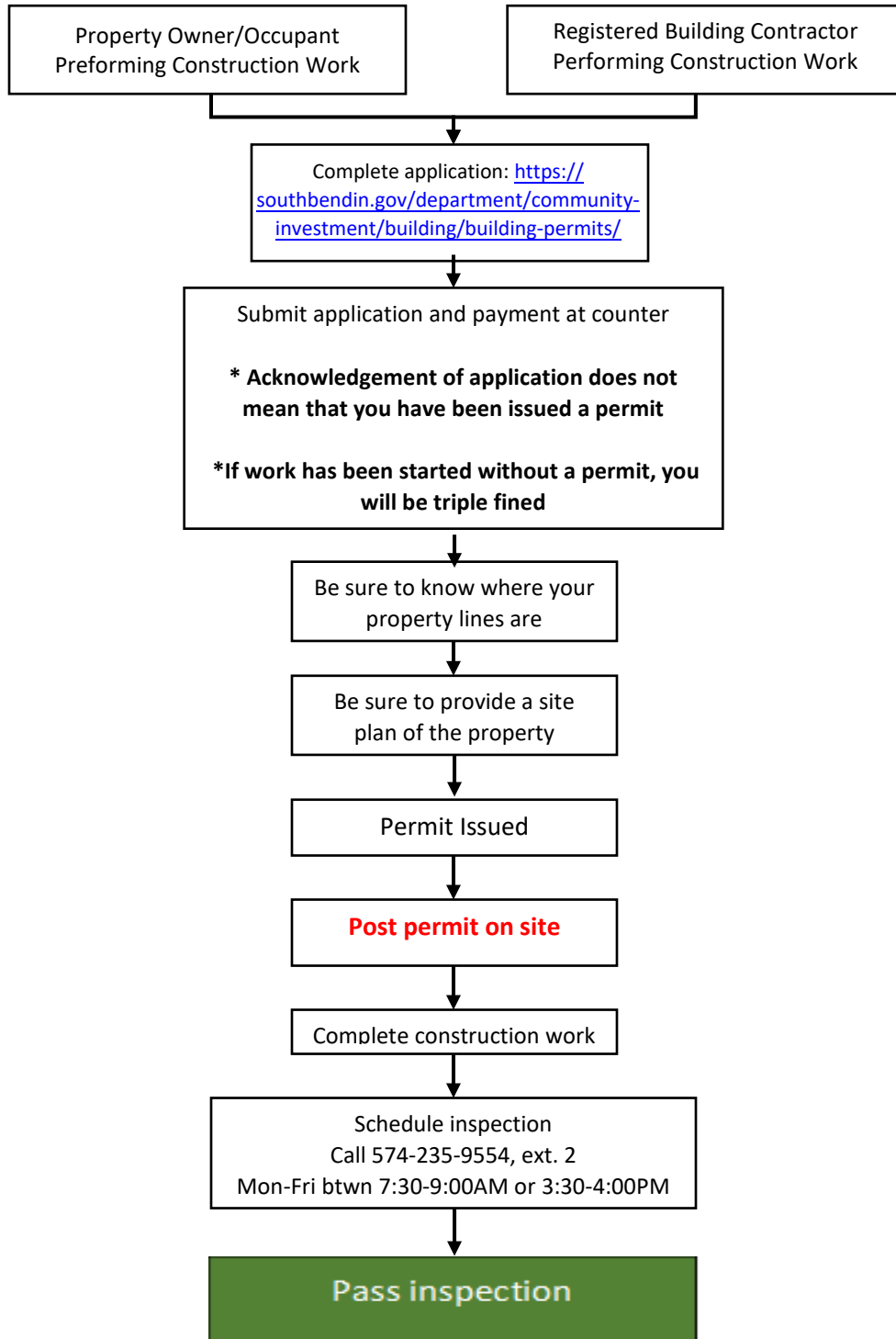
FENCE PERMIT CHECKLIST

- 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. Location of all easements on property (utility, drainage, etc.)
 - f. Size, type, and location of fence being planned
 - g. See an example of Site Plan here: <https://southbend.in.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) _____ 1st Side Yard (ft) _____ 2nd Side Yard (ft) _____ Rear Yard (ft) _____ Other (ft)

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

NEW FENCE TYPE: +0% or more open Less than +0% open Mix of +0% open and less than +0% open
*e.g. chain-link, split rail e.g. privacy, chain-link with privacy slats * Indicate locations of each type on site plan*

NEW FENCE LOCATION:
***SHOWN ON SITE PLAN** Front Yard 1st Side Yard 2nd Side Yard Rear Yard Other

***PLEASE INITIAL TO ACKNOWLEDGE YOU UNDERSTAND THAT NOTHING TALLER THAN 3 FEET IS ALLOWED WITHIN CLEAR-SIGHT TRIANGLES, STREET-TO-STREET OR STREET-TO-ALLEY/DRIVEWAY:**

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 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 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

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