

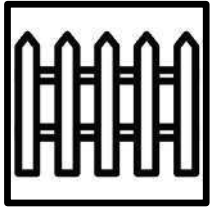


**ST. JOSEPH COUNTY**

**CITY OF SOUTH BEND**



## BUILDING DEPARTMENT



# CITY FENCE PERMIT APPLICATION

## 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
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. Application fee **\*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

## USEFUL LINKS

City Zoning Website: <https://southbendin.gov/departments/community-investment/planning-community-resources/zoning/>

Zoning Districts Map: <https://southbend.maps.arcgis.com/apps/webappviewer/index.html?id=d95daf77ca50463cb62738d2f88a62b1>

Historic Preservation Commission: <https://southbendin.gov/departments/community-investment/planning-community-resources/historic-preservation-commission/>

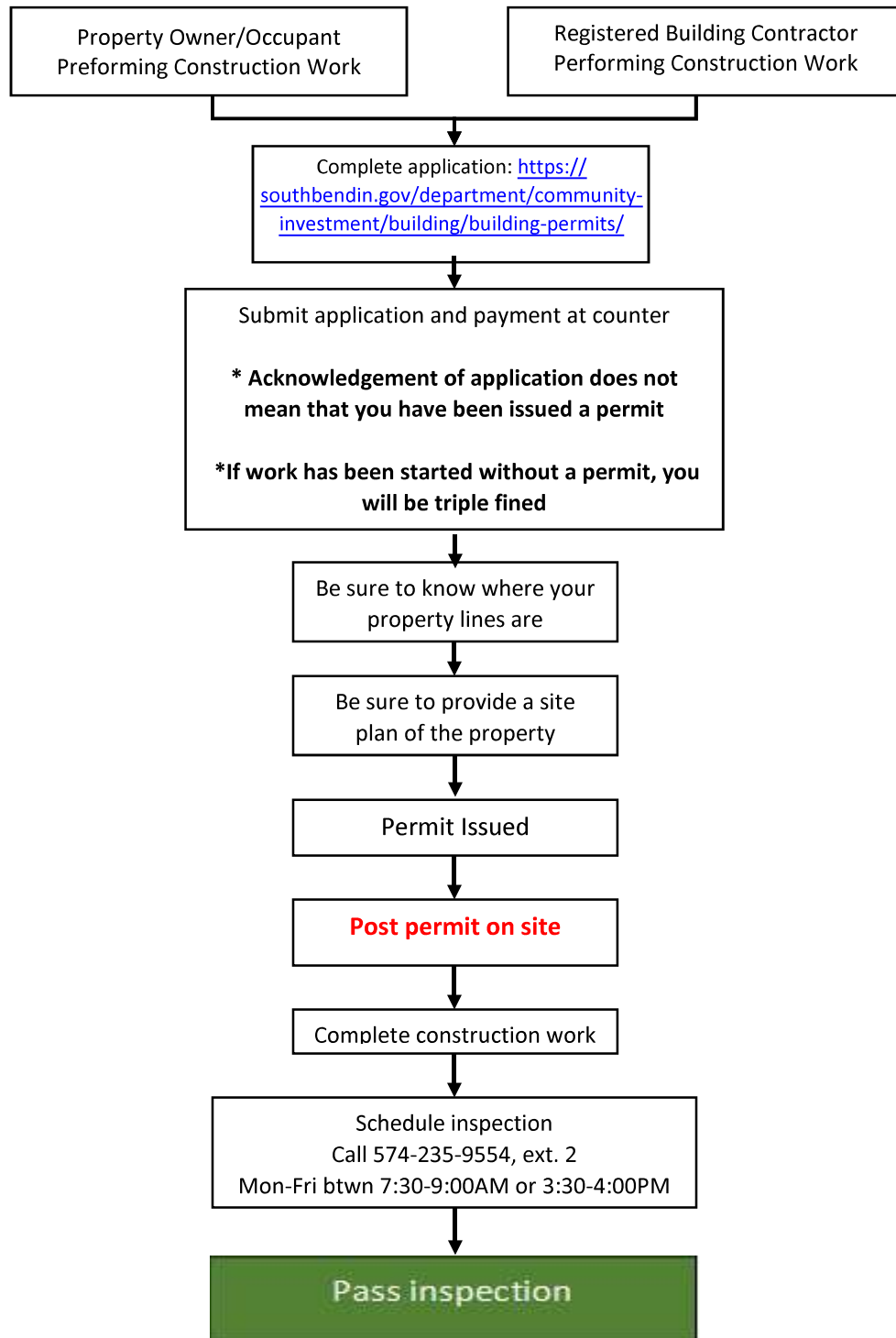
Flood Boundaries Map: <https://stjocogis.maps.arcgis.com/apps/webappviewer/index.html?id=c1fc9bb75b26428db5b1684fc9aa3e56>

Ditch, Tile, & Watershed Boundaries: <https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=888fba60a1f34d609ed2451d65084698>

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

215 S. Martin Luther King Jr. Blvd. | Suite 100 | South Bend, IN 46601 | p. 574.235.9554 | f. 574.235.5541 |  
[www.southbendin.gov](http://www.southbendin.gov)

**FENCE PERMIT APPLICATION PROCESS FOR CITY PROPERTIES**



# CITY FENCE PERMIT APPLICATION

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

PAYMENT:

CHECK #

CARD

CASH

\*WE DO NOT ACCEPT  
AMERICAN EXPRESS

\*EXACT PAYMENT MAY  
BE REQUIRED IF WE ARE  
UNABLE TO MAKE  
CHANGE FOR CASH  
PAYMENTS

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:

☐

50% or more open  
e.g. **chain-link**, split rail

☐

Less than 50% open  
e.g. **privacy**, chain-link with privacy slats

☐

Mix of 50% open and less than 50% open  
\* Indicate locations of each type on site plan

NEW FENCE  
LOCATION:

☐

Front Yard

☐

1<sup>st</sup> Side Yard

☐

2<sup>nd</sup> Side Yard

☐

Rear Yard

☐

Other

\*SHOWN ON PLAN/AERIAL

\*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

\*\*\* CITY PROPERTIES ONLY:

Please **initial** to acknowledge that all fence posts and related supporting members  
of a fence shall be erected so that **finished sides of the fence face outwards**  
(towards the adjacent lot or public right-of-way).

☐

\*\*\* Please also 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.

EXCELLENCE I ACCOUNTABILITY I INNOVATION I INCLUSION I EMPOWERMENT

215 S. Martin Luther King Jr. Blvd. | Suite 100 | South Bend, IN 46601 | p. 574.235.9554 | f. 574.235.5541 |  
www.southbendin.gov

CITY 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](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