

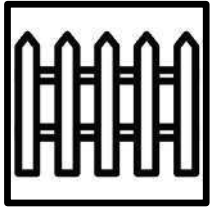


ST. JOSEPH COUNTY

CITY OF SOUTH BEND



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://southbendin.gov/wp-content/uploads/2025/03/SITE-PLAN-TO-SCALE.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

County Zoning Website: <https://www.sjcindiana.gov/1883/Planning-Zoning>

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

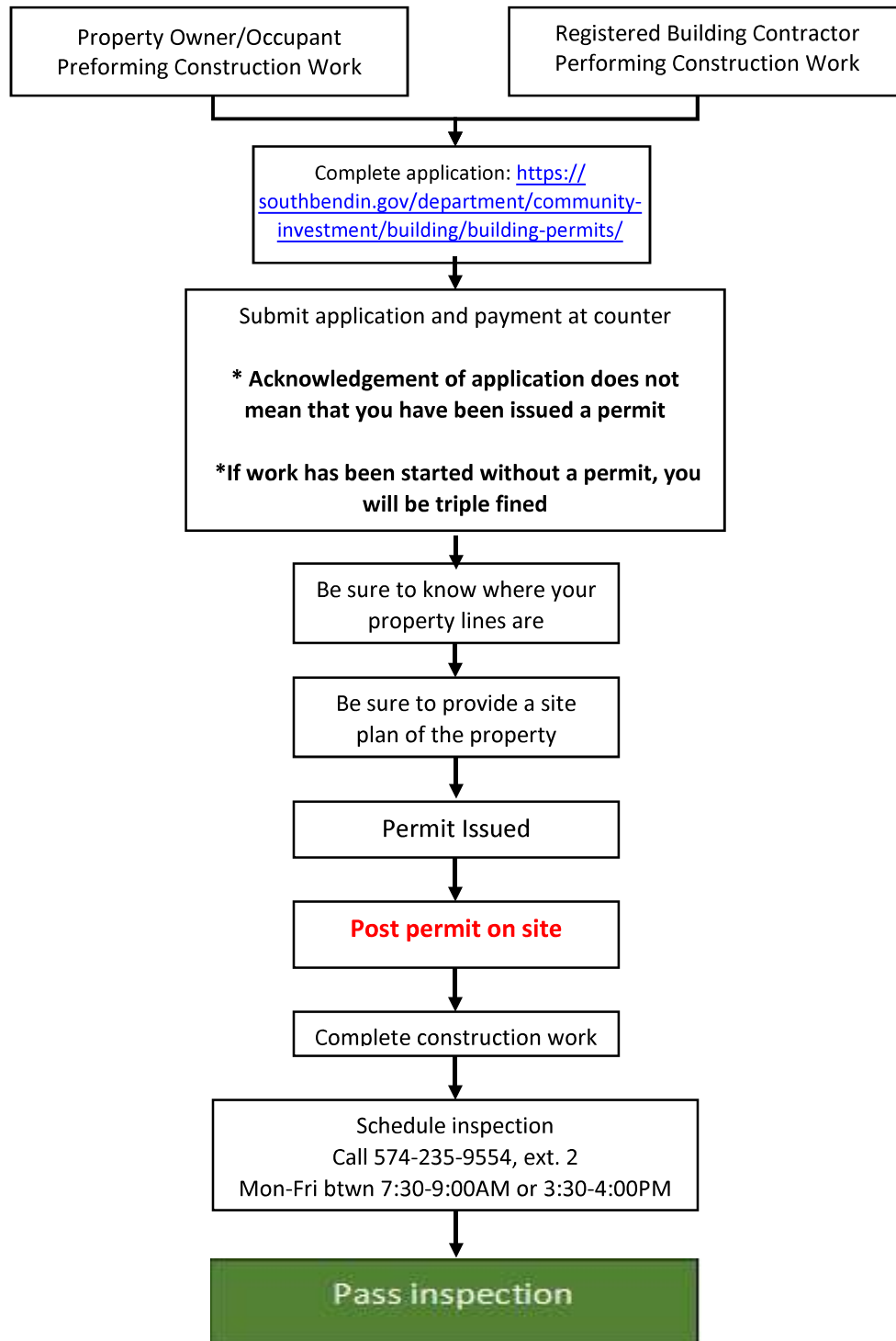
Flood Boundaries Map: <https://stjocogis.maps.arcgis.com/apps/webappviewer/index.html?id=c1fc9bb75b26428db5b1684fc9aa3e56>

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

EXCELLENCE 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

FENCE PERMIT APPLICATION PROCESS FOR CITY PROPERTIES



COUNTY 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)

1st Side Yard (ft)

2nd 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:

☐

Front Yard

☐

1st Side Yard

☐

2nd Side Yard

☐

Rear Yard

☐

Other

*SHOWN ON SITE PLAN

*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:

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

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

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