

# FENCES

## BUILDING PERMIT APPLICATION

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Property & Owner Information	
Owner Name	
Phone	
Email Address	
Birth date	
Drivers License No.	
Street Address	_____
	<i>Romeoville, Illinois 60446</i>
Subdivision & Lot #	Subdivision _____ Lot # _____
<input type="checkbox"/> Corporation – Corporate No. _____	
<input type="checkbox"/> Limited Liability Company or Partnership LLC or LLP No. _____	
Registered Agent:	
Address: (no PO Box)	
City, State, Zip:	
Who is the applicant?	<input type="checkbox"/> Owner <input type="checkbox"/> Renter <input type="checkbox"/> Contractor
Who will be doing the work? Check all that apply.	<input type="checkbox"/> Self <input type="checkbox"/> General Contractor <input type="checkbox"/> Sub-Contractor(s)
Who is the contact person?	<input type="checkbox"/> Homeowner <input type="checkbox"/> Contractor
Estimated Cost	\$ _____

Office Use Only		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Status Sticker</b>  <small>OFFICIAL USE ONLY</small> </div>
Application Date:		
Received By:		
Permit Date:		
Permit #:		Cost of Permit: \$ _____

**Work Performed by Homeowner**

If you doing the work yourself, please also complete the *Property Owner's Acknowledgement of Responsibility* form.

**Contractor Information**

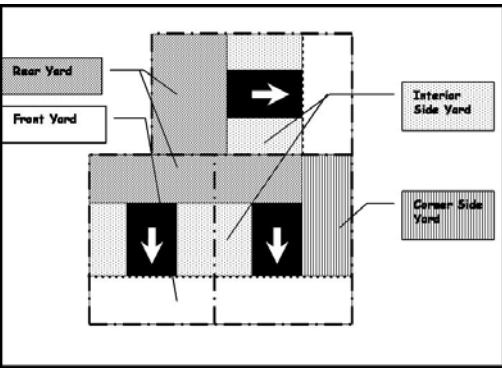
If using a contractor or sub-contractor, a copy of the signed contract must be included with the application and the following information must be provided. All contractors and sub-contractors in Romeoville must be registered with the Village.

Contractor Name			Village Registration No.	
Contractor Address (no P.O. Box)				
Contractor Phone		Email Address		
Birth date				
Drivers License No.				
<input type="checkbox"/> Corporation – Corporate No. _____				
<input type="checkbox"/> Limited Liability Company or Partnership LLC or LLP No. _____				
Registered Agent:				
Address: (no PO Box)				
City, State, Zip:				

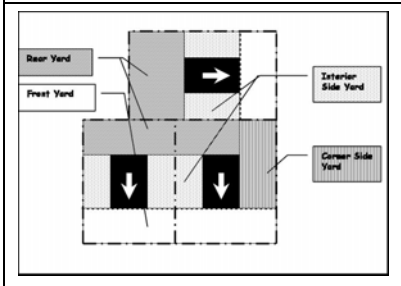
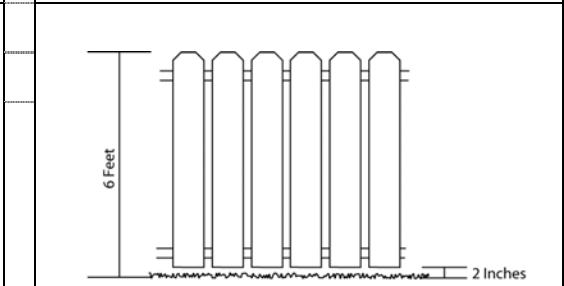
The Village of Romeoville has codes that guide the height and location of fences. Use this form and checklist as you plan your fence to ensure that you include all information needed to review your application. Please note that this form is designed to assist you in submitting an application for a fence. It addresses the most common questions asked by residents. Please refer to the Village's Code of Ordinances for more detailed specifications.

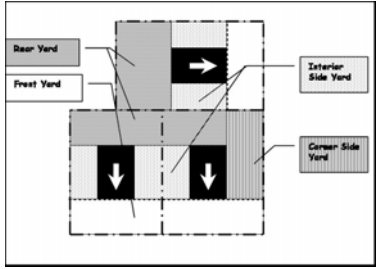
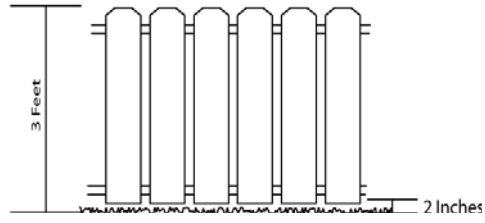


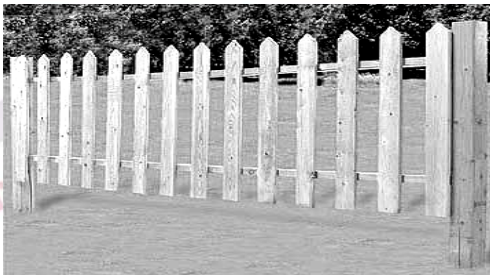


**Site Requirements**


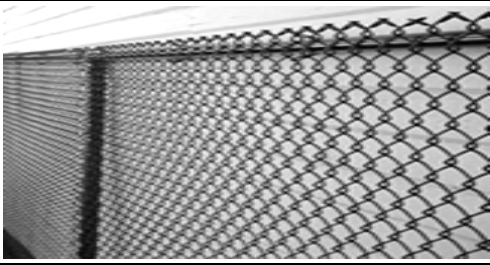

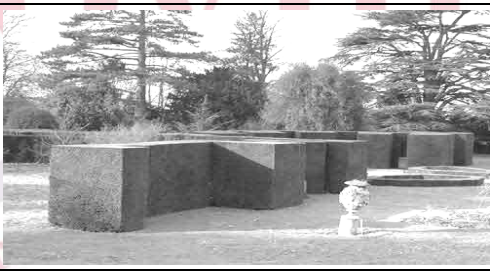


Requirement		Office Use
You must submit a Plat of Survey or scaled plot plan which shows all structures on the lot, including the home, decks, porches, sheds, garages, pools, gazebos, property lines, easements, etc. The structures must be drawn to scale, labeled, and dimensioned.		All structures, property lines, and easements of any kind.
The proposed fence must be shown. The exact location of the fence and height must be shown.		The proposed fence.
Fences locations and height are regulated differently depending on your yard's layout.		Determine which type of yard you have.

<p>Fences locations and height are regulated differently depending on which yard type you are placing your fence.</p>		<p>Determine which yard you are placing your fence.</p>	
<p>Fences must be located on the homeowner's property.</p>		<p>Fence is on the owner's property.</p>	
<p>Fences should not join adjacent fences on other person's properties.</p>		<p>Make sure fence is entirely on the homeowner's property.</p>	

<b>Height Restrictions</b>	Front Yard	Reverse Corner Yard	Back-to-Back Corner Yard	Rear Yard Fences on Interior Lots	Fence is in _____ Yard	
<b>Maximum Height</b>	3 Feet	3 Feet	6 Feet	6 Feet	Height: _____ Feet	
<b>Setback Restrictions</b>	Front Yard	Reverse Corner Yard	Back-to-Back Corner Yard	Rear Yard Fences on Interior Lots	Fence is in _____ Yard	
<b>Minimum Setback</b>	1 Foot*	1 Foot	1 Foot	None	Height: _____ Feet	
<p>*** No front yard fences shall run parallel to the front lot line. Fences are allowed along the side lot line.</p>						
<p>The village Engineer has identifies certain drainage easements in which no fence is permitted due to flooding concerns.</p>					<p>Check with staff to ensure any fence in not located in one of these easements.</p>	

<b>Requirement</b>	<b>Fill in the blanks.</b>	<b>Office Use</b>	
<p>Fence must be 2 inches above grade.</p>	<p>Ensure 2 inches of air are between the ground and the new fence.</p>		
	<p>The total height of the fence cannot exceed 6 feet from the average surrounding grade to the highest point in rear and side yard (<i>a</i>) nor can it be less than 3 feet.</p>		

	<p>The total height of the fence cannot exceed 3 feet from the average surrounding grade to the highest point in any front or (a) nor can it be less than 3 feet.</p>		
<p>Open Fence</p>	<p>A fence which has over its entirety at least forty percent (40%) of the surface area in open space when viewed at a right angle to the fence.</p>		
<p>Solid Fence</p>	<p>A solid fence has less than forty percent (40%) of the surface area in open space when viewed at a right angle to the fence.</p>		
<p>Picket Fence</p>	<p>An open fence with spaces between vertically-run members (pickets). Pickets may not exceed three inches (3") in width.</p>		
<p>Split-Rail Fence</p>	<p>An open fence with horizontal members running between vertical posts.</p>		
<p>Shadow Box Fence</p>	<p>A fence where vertical members are alternated on two different planes creating the overall look of a solid fence.</p>		

<p>Privacy Fence</p>	<p>A solid fence. The privacy fence provides little or no space between members and all fence boards rub along the same plane.</p>		
<p>Chain Link / Cyclone Fence</p>	<p>A fence constructed of chain link fabric that is finished at all edges.</p>		
<p>Wrought Iron Fence</p>	<p>An open fence constructed of wrought iron, other metal, PVC, or anodized aluminum possessing similar aesthetic characteristics.</p>		
<p>Hedge</p>	<p>Any group of plantings designed so as to define a property edge similar to the function of a fence.</p>		
<p>Wall</p>	<p>An open or a solid fence constructed of masonry.</p>		
<p>Retaining Wall</p>	<p>Any wall designed or used to change the grade of the yard by creating a terrace or drop-off, commonly used to increase the level or useable area of a yard. The term retaining wall does not describe decorative edgings for planting beds, gardens or trees not located within drainage easements.</p>		

<b>Types of Fences Permitted</b>					
	<b>Front Yard</b>	<b>Reverse Corner Yard</b>	<b>Back-to-Back Corner Yard</b>	<b>Rear Yard Fences on Interior Lots</b>	
<b>Picket</b>	Permitted	Permitted	Permitted	Permitted	
<b>Split-Rail</b>	Permitted	Permitted	Permitted	Permitted	
<b>Privacy</b>	Not Permitted	Not Permitted	Permitted*	Permitted*	
<b>Chain Link / Cyclone**</b>	Not Permitted	Not Permitted	Not Permitted	Permitted	
<b>Wrought Iron</b>	Permitted	Permitted	Permitted	Permitted	
<b>Hedge***</b>	Permitted	Permitted	Permitted	Permitted	
<b>Walls</b>	Not Permitted	Not Permitted	Permitted*	Permitted*	
<b>Snow</b>	Not Permitted	Not Permitted	Permitted (November to March)	Permitted (November to March)	
<b>Specialty</b>	Not Permitted	Not Permitted	Permitted (Sports, recreation, etc)	Permitted (Sports, recreation, etc)	
<p>* Privacy fences and walls not permitted in drainage easements.</p> <p>** Chain Link / Cyclone fencing must be 11-guage wire or heavier.</p> <p>*** The setback is determined by the distance between the trunk or stem of the shrub and the property line. The hedge may not overhang a public walk.</p>					



## Construction Requirements

<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand.</i>		Office Use
<input type="checkbox"/>	Provide a signed copy of the Village of Romeoville's Drainage Agreement.	
<input type="checkbox"/>	Wood posts shall be of no less dimensions than 4" x 4" if square, 4" in diameter if round.	
<input type="checkbox"/>	The post must be a decay resistant material.	
<input type="checkbox"/>	Wood post holes must be a minimum depth of 36" inches.	
<input type="checkbox"/>	Metal post holes must be a minimum depth of 42" inches.	
<input type="checkbox"/>	Post holes must be a minimum diameter of 8" inches.	
<input type="checkbox"/>	Metal posts shall have no less than a 2" inch cross section.	
<input type="checkbox"/>	Metal post shall be set in concrete.	
<input type="checkbox"/>	All water must be siphoned out of the holes prior to inspection.	
<input type="checkbox"/>	All piles of earth (soil) must be removed from the site before the issuance of the Certificate of Occupancy.	
<input type="checkbox"/>	All work performed must be in compliance with all of the relevant codes and standards adopted by the Village of Romeoville	
<input type="checkbox"/>	Fence may not be installed over a storm sewer line.	

## Permit & Inspection Requirements

<i>Please read the requirements and place a ✓ in the box to the left to confirm that you understand and agree.</i>		Office Use
<input type="checkbox"/>	<p>The Building Permit must be posted in the building's window where it can be seen from the street.</p> <p>Each phase of construction must be inspected and approved by the Village of Romeoville <u>prior</u> to proceeding to the next stage of construction.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> • A Post hole inspection.</li> <li><input type="checkbox"/> • <b>A FINAL INSPECTION MUST BE PERFORMED WHEN THE FENCE HAS BEEN INSTALLED.</b> If the inspection is passed, a Certificate of Completion will be issued.</li> <li><input type="checkbox"/> • All inspections must be scheduled at least 48 hours in advance by calling (815)886-7203 or by emailing <a href="mailto:buildinginspections@romeoville.org">buildinginspections@romeoville.org</a>. Your permit number must be provided when inspections are scheduled.</li> <li><input type="checkbox"/> • Failure to call for required inspections may result in a "<b>STOP WORK ORDER</b>".</li> <li><input type="checkbox"/> • Should you fail an inspection, a re-inspection fee must be paid before continuing work and before scheduling another inspection. <b>INVOICED AFTER 5 DAYS.</b></li> </ul> <p><input type="checkbox"/> Work must be started within thirty (30) days of the issuance date of the permit and must be completed within 365 days.</p>	

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



