

FENCE PERMIT SUBMITTAL REQUIREMENTS

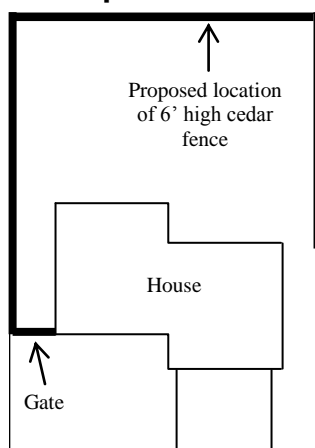
- ⊖ **Application** Submit completed building permit application along with **ALL** supporting documents. Building permit forms are available online or at the City. Fence permit is valid for six (6) months from date of issuance.
- ⊖ **Site Plan** One copy of a *Plat of Survey* or similar site plan is required. A scaled drawing may also be acceptable or use the Milwaukee County GIS system to print a site map: <http://county.milwaukee.gov/mclio>. Be sure to illustrate existing structures, roads, alleys, etc. and the proposed fence location, setbacks, and dimensions. (*Fences are NOT permitted in any floodway area. Additional floodplain restrictions may apply.*)
- ⊖ **Photographs** A drawing, photograph, brochure, or advertisement depicting the fence style is required. **Please Note:** The “good side” or “non-structural” side must face the abutting property(s).
- ⊖ **Signed Waivers** Owner shall collect signed fence waivers from **ALL** abutting property owners and submit along with the permit application. **Fence waiver template is provided on the reverse side of this document.**
- ⊖ **Permit Fee** **Residential Fence Fee: \$105.00** (\$70 permit fee + \$35 plan review fee)
Commercial Fence Fee: \$190.00 (\$140 permit fee + \$50 plan review fee)
(A fence that is 3.5 feet or less in height does NOT require a permit. Fence height is measured from the ground surface to top or highest point of the fence panel.)

Incomplete applications cannot be processed until all information has been received. To avoid delays, please ensure that all required documents are submitted with your application.

General Fence Restrictions:

- Maximum Fence Height: **Residential:** 6 feet (*side & rear yards only*) **Commercial:** 8 feet.
- No fence, other than a decorative or split-rail type is permitted in residential front yards.
- The full text of City Ordinance Section 13.1.142 (City’s fence ordinance) can be found on the City website at : <http://www.glendale-wi.org/DocumentCenter/Home/View/58>

Sample Site Plan



Sample Fence Photographs



Rev: 03/18



FENCE WAIVER FORM

A SIGNED WAIVER FORM IS REQUIRED FROM EVERY ABUTTING PROPERTY OWNER

FENCE APPLICANT / OWNER: _____

FENCE APPLICANT ADDRESS: _____
Address where fence will be constructed

ABUTTING NEIGHBOR INFORMATION: *(Please PRINT)*

NAME(s): _____

ADDRESS: _____ Glendale, WI 532_____

PHONE: _____ Home / Mobile / Office

EMAIL: _____

I have reviewed the attached site plan identifying the fence location and fence illustration and hereby **APPROVE** **DO NOT APPROVE** **of the proposed fence.**

SIGNATURE: _____ DATE: _____

If you do not approve of this proposal, please state the reason(s) in the space below:

Return Completed Form to:

Glendale Inspections Department
5909 N. Milwaukee River Pkwy.
Glendale, WI 53209

Phone: (414) 228-1708

Notice to Applicant & Abutting Property Owner(s)

All waiver forms MUST be submitted along with the completed building permit application. Failure to submit all necessary forms will delay processing and issuance of the permit.



R - FENCE

Building Inspection Department
 5909 North Milwaukee River Pkwy. Glendale, WI 53209
 Phone: (414) 228-1708

Owner / Project Information

Project Address: _____

Project Description: _____

Owner Name: _____ Phone# (____) _____ Email: _____

Owner Address: _____

Single Family/Condo
 Two Family

Estimated Cost
 \$ _____
Estimated Cost does not include values for Plumbing, Electrical, or HVAC work.

Contractor Information

Company Name: _____ Work being done by owner

Company Address: _____

Contact Person: _____ Phone# (____) _____ Email: _____

Dwelling Contractor Cert.
 # _____

Contractor Qualifier
 # _____

Supervising Professional Information

Name and Firm: _____

Email: _____ Office# (____) _____ Mobile# (____) _____

1 & 2 Family – New Building or Addition		FEE		UNIT (Sq. Ft.)	TOTAL
Base Fee		\$125 Plus \$0.20 per sq. ft.			
Early Start (Footing & Foundation ONLY)		\$125			
Plan Review	New Dwelling <input type="checkbox"/>	Additional Dwelling Unit <input type="checkbox"/>	\$200 New \$100 Addition	Include in Plan Review below. Do NOT add 40%	
1 & 2 Family – Alteration, Renovation, or Repair					
Each Project - Based on per \$1,000 of project cost <small>*Exclude costs for Plumbing, Electrical, & HVAC in calculations</small>		\$75 Or \$10 per \$1,000 of project cost if greater			
Plan Review - Addition	<input type="checkbox"/>		\$100	Include in Plan Review below. Do NOT add 40%	
Plan Review - Complex Alteration or Repair (>\$10,000 in total value)	<input type="checkbox"/>		\$75	Include in Plan Review below. Do NOT add 40%	
Plan Review - Simple Alteration or Repair (<\$10,000 in total value)	<input type="checkbox"/>		\$50	Include in Plan Review below. Do NOT add 40%	
1 & 2 Family – Accessory Structure or Appurtenance					
Detached Garage or Shed (>150 square feet ONLY)		\$75 Plus \$0.15 per sq. ft.			
Shed, Gazebo, or similar (<150 square feet ONLY)		\$50			
Deck, Porch, Balcony, Stoop, Steps, Ramp, etc. (Exterior ONLY)		\$75			
Fence (Includes New, Replacement or Repair over 42 inches in height)		\$50			
Pool or Spa - Above-ground		\$75			
Pool or Spa - In-ground		\$100			
Plan Review - Accessory Structure (Any item above requires this plan review)		\$35		Include in Plan Review below. Do NOT add 40%	
1 & 2 Family – Miscellaneous					
Roofing (Includes Replacement/Repair of >25% roof area), Siding, Soffit, Fascia, Window Alteration only/Door Alteration only		\$60			
Miscellaneous Repair (Chimney re-build, minor repairs, etc. - Foundation repairs are under Alt., Renovation, or Repair above)		\$60			
Filling, Grading, Excavating		\$60			
Interior Demolition or Razing of Structure		\$75 Plus \$0.10 per sq. ft.			
Environmental Abatement (Asbestos / Lead / Mold / Soil)		\$75			
Inspections are required before any work is concealed, when work is complete and PRIOR to ANY Occupancy or Use. Please allow at least 24 hours notice prior to requested inspection time and have permit number and address available when requesting inspections. Permit EXPIRES 18 months from date of issuance or where work has not commenced or has ceased for a period of 90 days. FINAL INSPECTIONS ARE MANDATORY - PENALTIES WILL BE CHARGED FOR FAILURE TO CALL FOR INSPECTIONS. Appointments can be made at (262) 420-4732 or WIinspections@safebuilt.com.		Sub-Total			
		Penalty			
		40% Adm. Fee (ALL PERMITS)			
		Plan Review			
		Total			
Conditions of Approval					
Applicant certifies that all information provided above is accurate. Applicant agrees to comply with all Municipal Ordinances and with the conditions of this Permit and further understands that failure to comply with such Ordinances or conditions of the permit may result in suspension or revocation of permit(s), denial of future permits, and/or other penalties. Neither the issuance of this Permit, nor any inspections performed with respect to this Permit, create any legal liability, express or implied, of the Department, Municipality, Agency, or Inspector. Nothing about the issuance of this Permit, nor the conduct of inspections, shall be construed as a service rendered to or on behalf of the applicant, or the owner or occupant of the premises, and such inspections and the issuance of this Permit are for the sole use and benefit of the City of Glendale. No warranty, of any nature, express or implied, shall be inferred from the issuance of this Permit.					

Signature of Applicant _____
Date _____

Office Use Only	Amount \$	OVP \$	Receipt#
Date	CA CC	CK #	Initials