

## FENCE PERMIT SUBMITTAL REQUIREMENTS

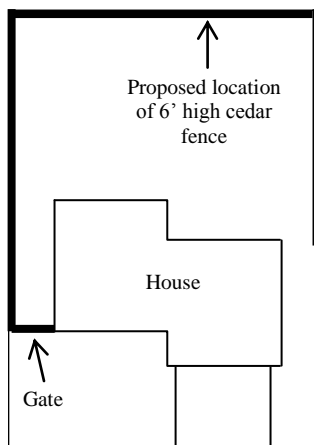
- ⊖ **Application**      Submit completed building permit application along with **ALL** supporting documents. Building permit forms are available online or at the City. Fence permit is valid for six (6) months from date of issuance.
- ⊖ **Site Plan**      One copy of a *Plat of Survey* or similar site 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**



W. Bender Road

### **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.**



# C - FENCE

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

### Owner / Project Information

Project Address: \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 Owner/Tenant Name: \_\_\_\_\_ Phone# (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
 Owner/Tenant Address: \_\_\_\_\_

<input type="checkbox"/> Commercial
<input type="checkbox"/> Industrial
<b>Estimated Cost</b>
\$ _____
Estimated Cost does not include values for Plumbing, Electrical, or HVAC work.

### Contractor Information

Business Name: \_\_\_\_\_ Work being done by owner   
 Business Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone# (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### Supervising Professional Information

Name and Firm: \_\_\_\_\_  
 Email: \_\_\_\_\_ Office# (\_\_\_\_) \_\_\_\_\_ Mobile# (\_\_\_\_) \_\_\_\_\_

Commercial Building – New Structure or Addition	FEE	UNIT (Sq. Ft.)	TOTAL
Multi-family (3+), Motels, CBRF	\$150 Or \$0.30 per sq. ft. if greater		
Mercantile, Restaurants, Taverns, Assembly Halls, Offices	\$150 Or \$0.30 per sq. ft. if greater		
Schools, Institutional, Hospitals	\$200 Or \$0.35 per sq. ft. if greater		
Manufacturing, Industrial ( <i>office portion = 2<sup>nd</sup> item</i> )	\$150 Or \$0.25 per sq. ft. if greater		
Vehicle Repair and Vehicle Storage	\$150 Or \$0.30 per sq. ft. if greater		
Warehouse, Mini-Warehouse, Shells, Multi-Tenant ( <i>office portion = 2<sup>nd</sup> item</i> )	\$150 Or \$0.20 per sq. ft. if greater		
Special Occupancies- <i>outdoor pools, towers, tents</i>	\$150 Or \$0.15 per sq. ft.		
Early Start Permit ( <i>footing &amp; foundation only</i> )	\$150		
Plan Review for items above require form SBD-118 submittal. <a href="#">See form SBD-118.</a>			
Commercial Alteration			
Alteration, Renovation, or Repair <i>*Exclude costs for Plumbing, Electrical, or Mechanical in calculations</i>	\$150 Or \$11 per \$1,000 of project cost if greater		
Simple Plan Review (If item above is checked, a simple plan review is needed)	\$100	Include in <b>Plan Review</b> below. Do NOT add 40%	
Commercial Replacement, Repair, & Miscellaneous			
Roofing ( <i>New/Replacement/Repair</i> ) ( <i>Shingle/flat/metal/etc.</i> ) <i>*Permit required for &gt;25% of roof area cumulative.</i>	\$100 Or \$0.01 per sq. ft. if greater		
Siding, Soffit, Fascia, etc.	\$100		
Commercial Other or Miscellaneous Repairs	\$100		
Commercial Fence or Dumpster Enclosure - New, Replacement, or Repair	\$100		
Interior Demolition or Razing of Structure	\$100 Plus \$0.10 per sq. ft.		
Filling, Grading, Excavating ( <i>plus erosion control permit</i> )	\$100		
Environmental Abatement ( <i>Asbestos / Lead / Mold / Soil</i> )	\$100		
Plan Review - <b>Accessory Structures &amp; Appurtenances</b> - <i>excluded from SPS 302.31</i> <i>Any item above requires this plan review.</i>	\$50	Include in <b>Plan Review</b> below. Do NOT add 40%	
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. <b>FINAL INSPECTIONS ARE MANDATORY - PENALTIES WILL BE CHARGED FOR FAILURE TO CALL FOR INSPECTIONS.</b> Appointments can be made at (262) 420-4732 or <a href="mailto:WIinspections@safebuilt.com">WIinspections@safebuilt.com</a> .	<b>Sub-Total</b>		
	<b>Penalty</b>		
	<b>40% Adm. Fee (ALL PERMITS)</b>		
	<b>Plan Review</b>		
	<b>Total</b>		

**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.

	_____ <b>Signature of Applicant</b>	_____ <b>Date</b>
Office Use Only	Amount \$	OVP \$
Date	CA      CC      CK #	Receipt# Initials