



# FENCE PERMIT APPLICATION

*See Page 2 Instructions*

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 105

<i>(Staff use)</i>			
<b>Application #:</b> _____		<b>Building Permit #:</b> _____	
<b>Permit Fee: \$50.00</b> <b>includes inspection.</b>	<b>Date Paid:</b> _____	<b>Cash:</b> _____	<b>Check #:</b> _____

### A. Location of Fence

**Address:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_

**County:**            Monroe                            St. Clair                            **Zoning District:** \_\_\_\_\_

### B. Property Owner Information

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

### C. Permit Holder - Contractor / Company Installing Fence

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

### D. Classification Type

Commercial                            Residential

### E. Fence Material and Details

Vinyl Fabric                            Wrought Iron                            Wooden Picket                            Chain Link

Other: \_\_\_\_\_

**Prohibited fence materials:** No barbed wire or other sharp pointed fence and no electrically charged fences are allowed to be erected in the City of Columbia.

**Enclosure:** *(Commercial trash/dumpster enclosures shall obtain Commercial Building Permit Application)*

Yard Only                            Yard & Pool                            Pool Only                            Other \_\_\_\_\_

**Note:** If the proposed fencing surrounds a swimming pool, it shall be a minimum height of four (4) feet and shall comply with all applicable International Building Codes.

Details:	
<b>Fence Height:</b>	_____
<b>Fence Length:</b> <i>(approx. linear footage)</i>	_____
<b>Estimated Cost:</b> \$	_____

Distance From:	
<b>Side Property Line:</b>	_____
<b>Rear Property Line:</b>	_____
<b>Street Side Property Line:</b> <i>(Applies to Corner Lots)</i>	_____
<b>Pool (if applicable):</b>	_____

**Disclosure & Signature:** The information submitted with this application may be used by the City of Columbia and/or its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances and codes of this jurisdiction, including those adopted by the City of Columbia. I understand the City assumes no liability and reserves the right to revoke the approved permit due to errors and omissions within this document, submitted site plan and other documents.

\_\_\_\_\_  
**Permit Holder – Contractor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

**APPLICANT INSTRUCTIONS**

**REQUIREMENTS:** The items listed below must be submitted to the Building & Zoning Office. All fences constructed in the Columbia City limits are required to have a Fence Permit issued **prior to construction**. *(Exception: temporary protective fencing used during excavation / construction / grading is permitted without issuance of a fence permit.)*

- Application:** Please complete this Fence Permit Application in its entirety.
- Picture of Fence:** A picture of the requested fence material must be submitted with this Application.
- Site Plan:** A site plan illustrating (with dimensions) the fence location relative to the property lines, utilities, structures, and easements within the property.
- Home Owner Association (HOA) / Developer Submittal:** If applicable, include written submittal. (City approval does not constitute subdivision approval. Contact subdivision Trustees/Developer for any requirements)

**Fence Location:**

- All fence components shall stay on or within property lines;
- Fencing constructed on or within easements is subject to removal without compensation;
- Installation of fencing may not disturb/impede existing drainage patterns/swales or natural water flows;
- No fencing shall be permitted in the front yard of a building line;
- No fencing shall be placed within a 15 foot sight triangle or otherwise impede vehicular vision.

**Please note:** Proposed fencing within easement are subject for denial based upon use and/or locations.

*This is a general guide for the construction of a fence within the City of Columbia, IL. All code requirements are too extensive to list within this guide. For specific questions or further information, please contact the Building & Zoning Office at (618) 281-7144 Ext. 105.*

**APPLICANT PROCESS:**

	Submit Fence Permit Application, picture of fencing material, and site plan to Building & Zoning Office.
	Application and Site Plans to be reviewed by Building Inspector.
	City staff will inform applicant of permit status.
	If permit is approved, applicant may pick up permit from the City Clerk's Office upon fee payment.
	Installation of fence may begin.
	Call for fence inspection once installation is complete.

*(Staff use below):*

Approved  Denied

\_\_\_\_\_  
**Building Official**

\_\_\_\_\_  
**Date**

**SITE PLAN REQUIRED**

A site plan must be attached or drawn at a scale large enough for clarity showing the following information:

**A) Location and dimensions of:** lot, buildings, driveways, and off-street parking spaces.

**B) Distance between:** buildings and front, side, and rear lot lines; principal building and accessory buildings, principal building and accessory buildings on adjacent lots, if applicable.

**C) Location of:** easements, utilities, etc., if applicable.

**D) Any additional information** which may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Ordinance.

