



EXPRESS PERMIT APPLICATION - FENCE (Residential)

*This Application is to be used for residential projects only.
Please use the Building Permit Application for all non-residential project submittals.*

OFFICE USE ONLY		
Project #:	Permit #:	Application Date:

JOB SITE INFORMATION

Job Site Address: _____	Construction Cost: _____
Post Depth: _____	Material Type of Fence: _____
Height of Fence: _____	Length of Fence: _____
	Anchor Method: _____

OWNER INFORMATION

Owner Name: _____	
Address: _____	Suite/Apt #: _____
City: _____	State: _____ Zip Code: _____
Telephone: _____	Email: _____

As owner, I authorize (please print name of authorize agent) _____ to submit this application and to act on my behalf in regard to this application and any permit issued pursuant to this application.

_____	_____
Owner's Signature	Date

CONTRACTOR INFORMATION

Name: _____	Company: _____
Address: _____	Suite/Apt #: _____
City: _____	State: _____ Zip Code: _____
Telephone: _____	Email: _____
RM Business License # : _____	License Expires: _____

This express application can be used for residential fence installations that do not require any variances.

CONSTRUCTION REQUIREMENTS:

- "Finished" side of fence shall face out (neighbor).
- Fences shall be constructed in a manner providing sufficient support and stability to resist 115 mph wind loads and to maintain its form.
- Chain link fences shall be constructed of at least eleven and a half (11.5) gauge woven wire - open ends of a wire fence shall be along the ground.
- Support posts must be spaced no greater than 8'-0" on center.
- If using wood support posts they must be a minimum 4"x4" preservative treated in accordance with AWPA (American Wood Protection Association). If galvanized steel posts are used they must be a minimum 2" (2 3/8" O.D.).
- Except for lattice work and other decorative components, wood infill shall have a nominal 1" thickness.
- All fasteners and brackets must be manufactured for the intended use.
- Any other products must be manufactured for the intended use and supported by the appropriate testing agency standards and installed in accordance with the manufacturer's instructions.
- Fences may not exceed 6 1/2 feet in height.
- No barbed wire or electrically charged fences are permitted.
- Owners may be required to remove their fence when repairs need to be made to utilities in easements.
- **City Code Section 18-282 Obstructing Drainage:** No fence and or appurtenance shall impede or alter the natural surface water drainage. A gap of 1-2" at the bottom of the fence is suggested.
- No fence shall be constructed in a front yard past the front building line.

SUBMITTAL REQUIREMENTS

- Completed application and copy of signed contract.
- 2 copies of plat of survey showing the proposed location of the fence.
- If the project exceeds \$5,000, the City requires a \$100.00 refundable bond.
- A minimum of \$100,000 liability certificate of insurance is required.

INSPECTIONS

- Contractor or homeowner to be on site with stamped approved "job copy" .
- Please call the Community Development Division at (847) 506-6030 at least 24 hours in advance to schedule an inspection.

The following inspections are required:

- Post hole inspection.
 - Minimum post hole depth for solid fence or chain link corner posts:
 - 4 ft. fence - 30 inches
 - 5 ft. fence - 36 inches
 - 6 ft. fence - 36 inches
 - 6 1/2 ft. fence - 42 inches
 - or as engineered and approved
- Final inspection

It is the owner's responsibility to assure that the fence is located entirely on their own property.

ADDITIONAL INFORMATION

Homeowner's Associations (HOA) may have covenants, conditions and restrictions that are more restrictive than the City of Rolling Meadows Zoning Ordinances. Therefore, it is the responsibility of the homeowner to acquire approval from their Homeowner's Association for any construction proposed under this building permit. The City does not require HOA approval prior to issuing a permit.

SIGNATURES

I hereby certify to the correctness and accuracy of this application and all submitted information and agree to perform the above construction in strict compliance with all provisions of the City of Rolling Meadows code of ordinances. It is my understanding that no error or omission in either the plans or application, whether said plans or application has been approved by the Community Development Division or not, shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinances of the City relating therein. In addition, I hereby authorize the above listed contractors to perform all work necessary to complete the requirements of this permit. I also understand that the Code Official upon presentation of proper credentials may enter at reasonable times any building, structure or premises in the jurisdiction to perform any duty imposed upon him by such ordinances. Having read this application, the information handout, and fully understanding the intent thereof, I declare that the statements made are true to the best of my knowledge and belief.

PROPERTY OWNERS SIGNATURE REQUIRED ON ALL APPLICATIONS AND CONTRACTS

In lieu of contractor's signature(s), a copy of the company's proposal must be submitted with this application.

**** All permit applications must be submitted with the required paperwork and a copy of the proposal, contract, or scope of work. ****

Signature of Applicant:

Name of Application (Print):

Date:

For Office Use

Permit Approved By: _____

Date: _____