

Fences/ Residential and Commercial

Need to submit the following:

1. Building permit application
 - a. Application (page three of this packet)
 - b. Plat of survey. A scaled drawing may be submitted of proposed fence with lot lines, existing structures, gates and corresponding measurements and dimensions. A permit fee of \$75.00 must be submitted.
2. Procedure steps
 - a. It is applicant's duty to ensure their Homeowners Association (if applicable) approval before starting work. This is **not** performed by the City of Sandwich.
 - b. Approval will be given/ denied from the building department and applicant will be informed of decision.
 - c. Inspections needed. Applicant **MUST** make these calls to set up inspections
 - i. Hole inspection for size and depth. Prior to inspection, all holes must be dug. A dry line must be installed from lot stake to lot stake showing property lines.
 - ii. Final inspection/ Fence complete.

All fences shall comply with the following standards and regulations.

1. The person accepting the submittal at City Hall will only determine whether all the documentation has been provided and cannot issue the building permit. Do not begin construction before receiving a permit. The penalties for constructing without a building permit are a doubling of the permit fee and the possible court order for removal of the fence.
2. It is important that the property pins be visible and used during construction by the applicant or contractor so that the fence will not be placed on any neighboring property. If the property pins cannot be located, you will be required to obtain a plat of survey. When you hire a surveyor for a plat of survey, the property pins will be staked and a drawing showing the location should be provided to you.
3. As part of the application process, the Building Official will be determining if there are any known easements on the property that could prevent the placement of the fence on the property by reviewing the plat of survey that is submitted. Utility easements give the utility companies the right to remove any fence or structure from the easement at the expense of the property owner if maintenance or other work is required. On occasion, it may be necessary for you to obtain written approval from the utility companies before the City issues a building permit. Any fence installed in an easement is the responsibility of homeowner for any costs to remove and/ or replace fence if it becomes necessary.

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4. State law requires you to call J.U.L.I.E. (811 or 800-892-0123) before any digging project.
5. The Building Official will inspect all of the post holes for proper depth. Required depth of all holes for an open fence type is a minimum of 36". Required depth of all holes for a closed fence type is a minimum of 42". Provide a minimum of 24-hours' notice to the building Official to schedule the post hole inspection. Post holes that have been filled in before the Building Official inspects them will be rejected and re-done before continuing.
6. Before the first inspection, a dry line must be installed from lot stake to lot stake showing official property lines, confirming holes have been dug correctly
7. All finished faces of fences must be a minimum of three (3) inches off of lot line.
8. The finished face of the fence must face outward.
9. All fences must have posts installed into the ground at the proper depth. Chain link, wrought iron, split rail and picket fences are allowed in front, side and rear yards. No (temporary) fences are permitted where posts are hammered/pounded into ground and wire or plastic fencing is installed.
10. When a new fence is installed, it sometimes interferes with the ability to read the water meter. Please let us know if your meter will be inside the new fence.

Miscellaneous:

1. Generally speaking, the front yard is the area between the side property lines and from the front property line to the house foundation. The side yards are the areas from the house foundation to the side property line on both sides of the house. The rear yard would be the area between the side property lines and from the rear property line to the house foundation. Any fencing which would be installed between the street right-of-way line and the house foundation (front yards) shall not exceed 3 feet in height and needs to be an open type fence. A corner lot (bordering on two streets) has two front yards and is subject to front yard fence restrictions.
2. Your subdivision may have restrictive covenants that limit or even prohibit fences on your property. It is the owner's sole responsibility to ensure compliance with the covenants.
3. If your property is located adjacent to a non-residential property, then the fence height can be increased to a maximum of 8' along the common property line in the rear and side yards.
4. Fences that connect to existing fences at property lines will be permitted if the property owners have an agreement in place at the time an application is submitted. Please have the affected adjacent property owners sign the back of the application and print their names and addresses.

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Fence Permit Application

This page must be completed and submitted. Please print clearly.

Property Address _____ Date _____

Applicant's name _____ Address _____

All property pins **must** be visible. Are pins visible? Yes _____ No _____

Plat of survey provided? Yes _____ No _____

If a Plat of survey with fence locations is not provided, please use the back of this sheet or separate piece of paper to draw the site plan with dimensions. The site plan shall show the property lines, the structures on the property, any easements and the locations and dimensions of the fence. Any fence installed in an easement is the responsibility of homeowner for any costs to remove and/ or replace fence if it becomes necessary.

Fence type:

Open (36" minimum post depth) Split rail _____ Chain link _____ Wrought iron _____
Picket _____ Other _____

Closed (42" minimum post depth) Privacy _____ Other _____

Fence material:

Wood _____ PVC _____ Metal _____ Other _____

Fence setback:

Finished side of fence must face towards neighbor) and shall be a minimum of 3" from property line.

Fence height:

Within the side and rear yards: Maximum height is 6'-0" (**measured from ground to top of fence at any point along fence line**)

Within the front yard: Maximum height is 3'-0" and must be open- type. If property is on a corner lot, both sides facing the street is considered a front yard.

Height of fence _____ ft.

Length of fence _____ ft.

Number of gates _____

Gates restricting access to pool or spa must be self-closing and lockable.

Estimated cost of fence: \$ _____

Owners name _____ Address _____

Phone number _____ Email _____