



# Village of Westchester

10300 West Roosevelt Road, Westchester, IL 60154  
Phone: (708) 345-0199 • Email: [Building@westchester-il.gov](mailto:Building@westchester-il.gov)

Date Received

## APPLICATION FOR FENCE PERMIT

Date: \_\_\_\_\_ Site Address: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Description of work: \_\_\_\_\_  
Cost of work: \_\_\_\_\_

### DESCRIPTION OF WORK:

**Permit Fee - Residential: \$125.00**

**Permit Fee - Commercial: \$200.00**

**(Fees above include plan review and one inspection)**

No error or omission in either the plans or application, whether said plans or application have been approved by the Building Commissioner or not, shall permit to relieve the applicant from constructing the work in any other manner than that provided for in the Ordinance of this Village relating thereto. The Applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

Signature of Contractor/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### Application Requirements:

- Application Form: Fill out a copy of this application form.
- Provide a signed contract with detail scope of work (all vendors must be registered prior to permit release)
- Current Plat of Survey
- Proposed Site Plan: site plan showing fence location highlighted on plat of survey
- **Call JULIE (Joint Utility Locating Information for Excavators) at 1-800-892-0123 allowing 48 hours to locate utilities**

### Code Specifications:

- **Location:** Installation must be entirely within the limits of the property. The posts must be on the inside of the fence. No fencing is permitted past the front setback of the house.
- **Height Limit:** The maximum height of a fence is 6 feet from grade.
- **Minimum Depth:** Post holes must be a minimum of 36 inches deep.
- **Swimming Pools:** If this fence is to enclose a pool, the fencing may not be installed with horizontal pieces or anything that could be used as a ladder for a child to climb over. Fences for pools must have self-closing gates that can be locked. Please see pool permit application for additional requirements.
- **Required Inspection:** A post hole inspection must be made before any fence post can be set. The homeowner/contractor is responsible for locating the property survey pins and marking the property line alongside the proposed fence location; this may be done with a string line tied to stakes set adjacent to the located survey pins. The survey pins shall remain exposed until the post hole inspection has been completed.