



## DuPage County Building & Zoning Department

### Building Division

## FENCES



The following are guidelines and requirements to assist when installing a **fence**. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

#### **Requirements to submit:** (must be submitted in person)

1. Application form for accessory structures - Type I (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Non-refundable application fee
3. Plat of Survey
4. Trust Disclosure form for properties in a trust

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1. The [Type I application](#) form shall be filled out completely. The owner's name, address and phone number, site address if different, cost of proposed work, whether the property is on water/sewer or well/septic, contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance), signature of owner.
  2. A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee (if wetland or flood plain on property) and a Health fee if the property is on well and/or septic (if the fence is going across any portion of the yard other than the lot lines). If payment is by check a separate check will be necessary to pay the Health review fee portion. We accept exact cash, checks or Master Card and Visa.
  3. Provide 5 copies of the scalable Plat of Survey with the fence highlighted and drawn with little xxx's in the exact proposed location. According to the Building Code we accept a scale of 1"= 10, 20, 30, 40 or 50'.
  4. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form completed by the trust company stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

**Requirements at permit issuance:**

5. Utility Easement form
6. Drainage Easement Agreement form
7. Owner Authorization form if applicable
8. Entrance permit
9. Fees
10. Performance Bond
11. Contractor Registration

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5. For fences located in any part of a drainage and utility easement a [notarized affidavit](#) will be required. This gives the applicant the responsibility to contact the utility companies that are in that easement so they are aware of a structure being installed in that easement.
  6. Also for fences located in any part of a drainage and utility easement a Drainage Easement Agreement must be filled out and all individuals on the deed will need their signature notarized.
  7. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
  8. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
  9. [Permit fees](#) are due at the time of issuance. We accept exact cash, check or Master Card and Visa. (The building application fee will have been credited toward the final permit fee if the fence was not issued over-the-counter)
  10. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final inspection has been approved.
  11. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and have a current registration when the permit is issued.

**Zoning Requirements:** Single Family Construction: (Ordinance Sections: 37-407)

Orientation: For all Zones the finished side (good) must face outward toward the adjacent property or road right of way and cannot be closer than three inches (3") from the property line.

Setbacks:

- o Front, rear, interior side: three inches (3").
- o Corner side: three inches (3") provided that the height does not exceed four feet six inches (4'6") and the fence is at least 50% open
- o Corner side: ten feet (10') if the fence exceeds four feet six inches (4'6") but not more than six feet six inches (6'6") and/or the fence is less than 50% open.

Height: In all single family residential zones located within the setbacks:

- o Front: No taller than four feet six inches (4'6")
- o Interior Side: No taller than six feet six inches (6'6")
- o Rear: No taller than six feet six inches (6'6")
- o Corner side: No taller than four feet six inches (4'6") if the fence is located within the first ten feet (10') of the corner side yard.
- o Corner side yard: No taller than six feet six inches (6'6") if the fence is located at least ten feet (10') from corner side yard property line.

Opacity (% of openness of the fence)

- Front: Not less than 50% open
- Interior Side: May be 100% enclosed
- Rear: May be 100% enclosed
- Corner side: If the fence is located within the first ten feet (10') of the corner side yard not less than 50% open
- Corner Side Yard: If the fence is located at least ten feet (10') from corner side yard property line then may be 100% enclosed.

**Drainage Requirements:**

Provide location on plat of survey. Those sections of the fence located within an easement will need to be located at least three - four inches (3"- 4") above the existing grades as to not have a negative impact on the existing drainage for the neighboring properties.

Disclaimer: If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule an inspection.

(Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupageco.org/building](http://www.dupageco.org/building).

**CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](http://www.julie.org) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**