



# CITY of HIGHWOOD

Incorporated 1887

## Fence Permit Application Checklist

### General Items

*Submission of Applications:* Permits should be submitted to City Hall at 17 Highwood Avenue, Highwood, IL 60040. Business hours are M-F 8:30 AM-4:30 PM. Emailed and faxed applications are not accepted.

*Hours of Construction:*

M-F 7:00 AM – 7:00 PM

Sat & Legal Holidays 9:00 AM – 7:00 PM

Sun 10:00 AM – 7:00 PM

*Stop Work Orders:* No work shall be performed prior to the issuance and payment of the permit. Work that is commenced prior to the issuance of the permit is subject to a Stop Work Order and \$500.00 citation.

### General Fence Provisions

- Fence Permits must face outward
- Front yard fences cannot exceed (4) four feet in height
- All other fence areas cannot exceed (6) feet in height
- Chain link fences are prohibited
- Barbed wire or other sharp, pointed or dangerous materials are not allowed
- Post holes must be a minimum of 42 inches in depth.
- Fences may only be erected on private property

### Residential Permits (IRC)

#### By Owner

- Completed Building Permit Application
- Description of the Work including height, style, material, location
- Estimated cost of the project
- Current Plat of Survey with proposed placement of fence depicted
- Requires plan review and inspections
- Call JULIE before digging 800-892-0123

#### By Contractor

- Completed Building Permit Application
- Copy of contract or signed quote including;
  - Owner's signature
  - Description of work including height, style, material, location
  - Estimated cost of the project
- Current Plat of Survey with proposed placement of fence depicted
- Requires plan review and inspections
- Call JULIE before digging 800-892-0123

Permit Fee; \$165.00    Re-inspection Fee; \$55.00

\*Residential properties within the business district also require Appearance Review Committee approval

### Commercial Permits (IBC)

#### By Contractor

- Completed Building Permit Application
- Copy of contract or signed quote including;
  - Owner's signature
  - Description of the Work Including height, style, material, location
  - Estimated cost of the project
- Current Plat of Survey with proposed placement of fence depicted
- Requires plan review and inspections
- Call JULIE before digging 800-892-0123

Permit fee; \$330.00

Re-inspection Fee; \$110.00

\*Properties within the business district will require Appearance Review Committee approval



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## City of Highwood Building Codes

- 2012 International Residential Code (IRC) (One and Two-Family Dwellings), as amended
- 2012 International Building Code (IBC) (Commercial, Multi-Family Residential Dwellings), as amended
- 2012 International Mechanical Code (IMC), as amended
- 2014 National Fire Protection Association National Electrical Code (Electrical Code), as amended
- 2012 International Energy Code (IECC), as amended
- 2014 Illinois State Plumbing Code, as amended
- 2012 International Fire Code (IFC), as amended
- 2012 International Property Maintenance Code (IPMC), as amended

A copy of the local amendments to the adopted building codes can be found at

[www.cityofhighwood.org/citycode](http://www.cityofhighwood.org/citycode)

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