

**Village of South Elgin**  
**Community Development Department**

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

## FENCE PERMIT APPLICATION

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### PROPERTY INFORMATION

Address: \_\_\_\_\_ **South Elgin, IL 60177**

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### PROPERTY OWNER INFORMATION

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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### CONTRACTOR INFORMATION (If applicable)

Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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### OTHER CONTACT INFORMATION (If applicable)

Contact Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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### ADDITIONAL INFORMATION

Estimated Value of Work: \_\_\_\_\_ Applicant (check): ☐ Property Owner ☐ Contractor ☐ Tenant  
☐ Other: \_\_\_\_\_

I have read & understand the attached fact sheet. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

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For Office Use Only

Submittal Checklist: ☐ Application Complete ☐ Plat of Survey ☐ Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# FENCE PERMIT WORKSHEET

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## DESCRIPTION

Type: ☐ Residential ☐ Nonresidential

Fence Material: \_\_\_\_\_

Fence Style (check): ☐ Split Rail (2 Rails) ☐ Privacy ☐ Semi-Privacy ☐ Chain Link

☐ Other, please specify: \_\_\_\_\_

Will fence face outside (neighbor or public space), as required? ☐ Yes ☐ No

Fence Height: \_\_\_\_\_ If Vinyl Coated, Color of Chain Link: ☐ Black ☐ Brown ☐ Green

Is fence intended to be a swimming pool barrier? ☐ Yes ☐ No

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## SUBMITTAL CHECKLIST

☐ Provide a plat of survey (11"x17" max.) indicating location, style & height of fence. This survey must show all existing structures.

☐ Thornwood Residents Only: Homeowners Association's written approval, if proposed fence is other than cedar or exceeds 54" in height.

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Village of South Elgin  
**Fence/Wall Permit Fact Sheet**



**MINIMUM REQUIREMENTS:**

**Zoning:**

1. Fences/walls shall be located entirely on the lot of the property owner constructing the fence/wall. 154.045D2b2
2. Fences may be located on public utility and drainage easements. 154.045D2b5
3. No fence/wall shall be constructed or maintained in such a manner as to obstruct, inhibit, impair or otherwise alter overland surface drainage across any adjoining lot. 154.045D2b4
4. The finished side of the fence/wall must face out from the property of the property owner constructing the fence/wall. 154.045D2b3
5. Fences/walls shall not be erected in excess of 6' above ground level on any residential zoning lot or in excess of 8' on any commercial, office, or industrial zoning lot, except for fences in front or corner side yards which shall not be greater than 3' in height. 154.045D2b
6. Front or corner side yard fences are limited to three foot decorative or natural fences such as picket, split rail (max. two rails), and wrought iron. 154.045D2b
7. Walls, gates, chain link fences or fences used or designed to screen or conceal a front or corner side yard are prohibited in front yards. 154.045D2b
8. Cluster lot (lots in a planned development where the lots are a minimum of 60 feet in width, 6,000 square feet in area) fences located in a rear or side yard shall be vinyl coated chain link, having a black, brown or green color. 154.045D2b8a
9. Fences on cluster lots shall not exceed 4' in height. 154.045D2b8b
10. Fences on cluster lots shall not be located in a front or side yard adjacent to a flag lot. 154.045D2b8b
11. For double frontage lots refer to the zoning ordinance. 154.045D2b9

**Building:**

1. J.U.L.I.E. (811) must be notified two (2) working days prior to digging.
2. The installer is responsible for following manufacturer's specifications.

*Requirements listed are general requirements only; additional code requirements may apply to your project.  
Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.*

**PERMIT FEE:**

1. \$40, which includes the required inspections, for residential. Payable when permit is issued.
2. \$60, which includes the required inspections, for nonresidential. Payable when permit is issued.
3. \$75 fee, if a reinspection becomes necessary.

**INSPECTION REQUIREMENTS:**

1. A final inspection is required when the work is complete.

Failure to schedule an inspection will result in penalties.

**SUBMITTAL REQUIREMENTS:**

1. Complete, sign & date the permit application.
2. Provide a plat of survey (11"x17" max.) indicating location, style & height of fence. This survey must show all existing structures.
3. Thornwood Residents Only: Homeowners Association's written approval, if proposed fence is other than cedar or exceeds 54" in height.

Permit applications **will not** be processed without complete information. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.

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| <b>FOR FENCES USED AS A BARRIER FOR SWIMMING POOLS, REFER TO THE SWIMMING POOL FACT SHEET</b> |
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