



## **FENCES**

The Village of Roselle Building Code defines a fence as an accessory structure that is a barrier and is used as a boundary, screen, separation, means of privacy, protection, or confinement and is constructed of wood, plastic (PVC), metal masonry or other similar material. Fence permits are required for all new, enlarged, altered or replaced fences.

### **HEIGHT LIMITATIONS**

Fences located in the interior side yard or the rear yard shall not exceed six feet (6'). Fences located in the front yard or the corner side yard shall not exceed three feet (3') in height and must be seventy percent (70%) open.

### **LOCATION LIMITATIONS**

Homeowners must ensure that any fence they install is entirely on their property. The bottom of the fence shall be three inches (3") above ground level to allow drainage swales to function properly. If there is a better side of the fence then it must face away from the property.

- No fence shall be installed directly on the property line. Fence posts should be placed six inches (6") inside the owner's property on the side of the fence facing the owner's property. The depth of the fence posts should be one-half ( $\frac{1}{2}$ ) the height of the fence. Fill should be base gravel with concrete fill six inches (6") below grade. In corners, or at supporting gates, the depth shall be to the frost line.
- Fences shall not be placed closer than eighteen inches (18") from telephone, electrical, cable or gas pedestals that would interfere with the maintenance of the pedestals. Fences shall not be placed on storm manholes, catch basins or pipes.
- Homeowners are responsible for locating their sump pump line.

### **PERMIT FEE & REVIEW**

The Building Inspector usually requires up to four (4) business days to review a building permit application for a fence, and if approved, fence permits are seventy five dollars (\$75).

### **BUILDING PERMIT APPLICATION**

Applicants must submit the following items for a permit to construct alter or repair a fence.

1. A Completed Building Permit Application with all contractors listed.
  - A contractor must have a current license before the Village will release a permit.
  - The Village does not require homeowners to have a contractor's license in order to demolish, rehabilitate, alter or repair their own home or property.

2. An accurate, up-to-date plat of survey depicting the proposed location and size of the improvement.

### **AFTER APPROVAL & DURING CONSTRUCTION**

Homeowners or contractors should display the permit card onsite and must schedule inspections at least twenty-four (24) hours in advance by calling (630) 980-2000.

*\* Community Development Department Staff can help determine whether a homeowner can construct an improvement before they apply for a building permit or hire an architect or contractor. Homeowners should bring an accurate, up-to-date plat of survey to the Community Development Department in Village Hall with the improvement(s) depicted to-scale and Staff will provide feedback – this may require a few days.*

OFFICE USE ONLY



31 S. Prospect • Roselle, Illinois 60172 • (630) 980-2000

**APPLICATION FOR BUILDING PERMIT**

NO. \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

**ZONING** 

PERMIT EXPIRES ONE YEAR FROM ISSUE DATE

OFFICE USE ONLY

PLEASE PRINT OR TYPE

1. This permit is to be used for the purpose of constructing a(n) \_\_\_\_\_

2. Address of property \_\_\_\_\_

3. Lot number \_\_\_\_\_ Subdivision \_\_\_\_\_ Unit No. \_\_\_\_\_

4. Township: Bloomingdale ☐ Schaumburg ☐ Property Index No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

5. Square feet of construction \_\_\_\_\_ Valuation of Improvement \$ \_\_\_\_\_

NAMEADDRESSPHONE

6. Owner / Tenant \_\_\_\_\_

7. Architect \_\_\_\_\_

8. General Contractor \_\_\_\_\_

9. Electrical Contractor \_\_\_\_\_

10. HVAC \_\_\_\_\_

11. Plumber \_\_\_\_\_

12. Brick Mason \_\_\_\_\_

13. Carpenter \_\_\_\_\_

14. Excavator \_\_\_\_\_

15. Concrete \_\_\_\_\_

16. Paving \_\_\_\_\_

17. Roofer \_\_\_\_\_

18. Sewer Contractor \_\_\_\_\_

19. Fire Sprinkler \_\_\_\_\_

20. Other \_\_\_\_\_

21. Other \_\_\_\_\_

22. Other \_\_\_\_\_

23. Owner's Name \_\_\_\_\_ (MANDATORY) PLEASE PRINT Owner's Signature \_\_\_\_\_

24. Applicant Name \_\_\_\_\_ PLEASE PRINT Applicant Signature \_\_\_\_\_

**CAUTION: BEFORE YOU DIG, CALL J.U.L.I.E. FOR LOCATIONS OF UTILITIES 1-800-892-0123****ALL TRADES MUST NOTIFY BUILDING DIVISION FOR INSPECTION 24 HOURS IN ADVANCE  
PHONE (630) 980-2000**

OFFICE USE ONLY

Reviewed By \_\_\_\_\_

Total Villages Fees \$ \_\_\_\_\_

Approved By \_\_\_\_\_  
BUILDING OFFICIAL

Total Donations Due Others \$ \_\_\_\_\_

Date \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

OFFICE USE ONLY

**BUILDING WORKS  
ENGINEERING****DATE****BY****DEPARTMENT****DATE****BY****DEPARTMENT****DATE****BY**

Fire

Zoning

WHITE – Permanent File

YELLOW – Customer

PINK – Township

**YOUR SPECIAL ATTENTION** is called to the following:

1. This application shall be accompanied by a current Plat of Survey except when not required by the Building Inspector. Said survey shall be signed and sealed by a licensed Illinois Surveyor.
2. The applicant shall make a detailed report to the Village of Roselle describing any extraordinary use of the water and sewer systems beyond normal domestic drinking and sanitary use.
3. This permit is granted on the express condition that the said construction shall, in all respects, conform to all Ordinances of this jurisdiction including the Zoning Ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provision of said ordinances.
4. This permit will become null and void if construction work is not started within six (6) months of the date of permit issuance. If construction exceeds one year the permit must be renewed.
5. This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. Encroachments on public property must be approved by the jurisdiction. Street or alley grades as well as depth and location of public sewers may be obtained from the Engineering Division. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restriction. A Digging Permit is required when opening up a street to perform any work and appropriate bond needs to be submitted. Contractors are also required to contact J.U.L.I.E.: (1-800-892-0123)
6. Approved plans must be retained on the job and the permit card kept posted until final inspection has been made and approved.
7. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the review of the original plans. Additional permit fees may also be charged predicated on the extent of the variation from the original plans.
8. Inspections must be called in at least 24 hours prior to being required. Once the foundation walls are poured there shall not be any further construction until a SPOT SURVEY is returned to Community Development indicating all dimensions for setbacks, top of foundation and top of curb at the property line extended. The foundation grade must conform to the proposed grade approved by the Engineering Department prior to further construction. Non conformance may result in permit denial on the remaining construction.
9. WHITE PERMIT CARD must be displayed on the job site. If there is no white card then there will be no inspections. Code Enforcement must be notified and inspections made of construction work as required. Additional inspections for sidewalks, driveways and other flat work may be phoned in at least 24 hours prior to being required. All new buildings and additions and alterations to existing buildings require the following four (4) groups of inspections: 1. Footings, drain tile systems, underground plumbing, electric service; 2. Framing prior to installing drywall, duct-work, fire stopping, rough electric and plumbing and other equipment before it is concealed; 3. Insulation before it is concealed; 4. Final inspections when building or structure is completed.
10. The Community Development Department reserves the right to reject any work which has been concealed or completed without first having been inspected and approved by the Division in accordance with the requirements of the various codes and ordinances. There is a charge for any work that needs to be reinspected.
11. Request for final inspection should be made a minimum of five (5) days prior to closing by phoning the Roselle Building Division when the construction is completed and heating apparatus has been installed. Allow five (5) days for processing the Certificate of Occupancy.
12. Where a Certificate of Occupancy is required, such building shall not be occupied until final inspection has been made and a Certificate of Occupancy is issued.
13. The issuance of a permit is not to be construed as a waiver of any restrictive covenant or any other matters that are recorded or unrecorded that may affect the real estate.