



## Inspections - Clarification and Details:

The following are general guidelines and details on the types of inspections that might possibly be required for your project: For further clarification please call our office and speak with one of our Building Inspectors.

### Fence Final:

- × We check the height of the fence from the surrounding grade to assure the maximum fence height in the yard it is placed. (Table 17.22.1 in the Fence Packets)
- × If the fence is located in a drainage easement and our Engineering Office indicated that a clearance is needed we confirm that the clearance of four-4 inches from the bottom of the fence to grade for proper drainage has been completed.
- × If the fence is installed in an exterior side yard (corner lots) or through lots (backyards that face a public street) and the fence height is not higher than Table 17.22.1 allows, then five-5 feet of landscaping must be installed, see table 17.22-2 in the Fence packet.
- × We check for the finished side of the fence to be facing outward towards the neighboring properties.
- × We check to ensure that the side, front and rear yard setbacks are correct.
- × We confirm that the style of fence and the height of the fence are the same as what was approved.
- × We check to see if the proper access clearance has been maintained for utility boxes, i.e. electric transformers, telephone, etc.

### Attachments

- ✧ A copy of the St. Charles Ordinances is attached for your reference.
- ✧ A copy of the Release and Indemnity Agreement to be completed notarized and submitted with your application.
- ✧ A copy of the Building Permit Application for fence construction.

### Consultation Meeting:

The Building and Code Enforcement Division offers a consultation meeting where you will meet with City staff and discuss any questions or issues on your construction project. The meeting may be for a proposed project or a project that is currently under construction and can be held at the site location or in our office. To schedule this meeting, please contact our office at 630.377.4406.

### Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building & Code Enforcement Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ Inspections shall be called a minimum of 24 hours before they become due.
- ✓ Call J.U.L.I.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**
  - Electric Utilities Red
  - Comcast (Cable) Orange
  - Northern Illinois Gas (NICOR) Yellow
  - Sewer Utilities Green
  - Telephone Utilities Orange
  - Water Utilities Blue

## **General Comments:**

- \* The Permit Conditions form and stamped "FIELD COPY" of the plans are to be on the job site.
- \* A minimum of 24-hour notice is required when scheduling any inspection.
- \* If there are any comments from the City of St. Charles Engineering Department, regarding if the fence is installed over or in an utility/drainage easement, they will appear in the Permit Conditions.
- \* If there are any comments or conditions from the City of St. Charles Electric Department they will appear in the Permit Conditions.
- \* On completion of the fence a final inspection is to be scheduled with the Building & Code Enforcement Department at 630.377.4406.

## **City Ordinance:**

### **Fences and Walls**

#### **1. Construction Requirements**

- a. A fence or wall, including all posts, bases and other structural parts shall be located completely within the boundaries of the lot on which it is located. No fence shall be located closer than twelve (12) inches from a public sidewalk.
- b. All fences shall be erected so that the finished side of the fence faces outward, or away, from the lot on which the fence is erected, except that where a fence on a residential lot is within five feet of property containing a nonresidential use or that is zoned for a nonresidential use, any part of the fence that satisfies this condition may be erected so that the finished side faces inward on the residential lot.
- c. All metal fences shall be at least nine- (9) gauge wire or a minimum of .148-inch diameter wire.
- d. In residential districts, chain link and woven wire fences are prohibited in front yards and exterior side yards. If located in a rear yard in a residential district, chain link and woven wire fences are prohibited within twenty (20) feet of any right of way line.
- e. Barbed wire, razor wire and fences of similar material are permitted only in the BC, BR, M1, M2 and PL Districts.

#### **2. Maintenance**

All fences shall be maintained in good condition at all times by the owner and/or occupant of the property. If a fence is found to be in a deteriorated condition and/or in need of repair, the Building & Code Enforcement Division Manager may order the fence to be repaired, replaced or removed depending upon the condition of the fence. Such order shall be in writing.

#### **3. Height Requirements**

All fences shall comply with the height requirements listed in Table 17.22-1 (Maximum Allowable Fence Height), except as provided in Table 17.22-2 (Fence Height Exceptions).

R: Residential District

B&O: Business/Office District

CBD: Downtown District

TABLE 17.22-1 MAXIMUM ALLOWABLE FENCE HEIGHT BY ZONING DISTRICT				
Fence Location	RE, RS, RT and RM Districts	BL, BC, BR, and OR Districts	CBD-1 and CBD-2 Districts	M-1, M-2 and PL Districts
In Required Front Yard	3 feet, 6 inches	6 feet, 4 inches	4 feet	4 feet
In Required Rear Yard	6 feet, 4 inches	8 feet	6 feet, 4 inches	15 feet
In Required Exterior Side Yard and Required Rear Yard of Through Lot	3 feet, 6 inches	6 feet, 4 inches	4 feet	4 feet
In Required Interior Side Yard	6 feet, 4 inches	8 feet	6 feet, 4 inches	15 feet
In Buildable Area of Lot	6 feet, 4 inches	8 feet	6 feet, 4 inches	15 feet
Sight Triangle	All Fences are subject to the sight triangle requirements of Section 17.22.010 (G).			

TABLE 17.22-2 FENCE HEIGHT EXCEPTIONS		
Exception	Maximum Allowable Fence Heights	Where Exception Applies
Fences within 40 feet of the right of way of major arterials.	4 feet or less (except where the provisions of this Title are more restrictive)	Any lot abutting Main Street (Illinois Route 64), Randall Road and Kirk Road
Fences in exterior side yards and in the rear yard of through lots where the fence is set back from the right of way line a minimum of 5 feet and the area between the fence and the right of way line is landscaped with at minimum one shrub for every 5 feet of fence length. The landscaping design may be flexible in its arrangement by grouping plant materials and providing open areas around gates or other fence openings	6 feet 4 inches	Residential Districts
Fences on lots in residential districts abutting a nonresidential use or vacant property zoned for nonresidential use	Interior side and rear yards only: (8) feet; may be higher than 8 feet where required by topographic conditions to provide screening between a 6 ft. high person standing in the first floor of the residence and a 6 ft. high person standing in the parking area of the nonresidential use, but in no case more than ten (10) feet	Residential Districts
For tennis courts: shall be erected not less than 5 feet from a lot line and the finished side of the fence shall face outward or away from the lot on which the fence is erected	12 feet in all yards; open fences only	All Districts
Swimming Pools	In accordance with St. Charles Municipal Code requirements as set forth in Title 15	All Districts
Public or private utility facility (for security or screening purposes)	15 feet in all yards	All Districts
Public or private school, public park land, other publicly owned land, or golf course/driving range	15 feet in any yard; 25 feet for backstops located on ball fields	All Districts

#### **4. Prohibitions and Limitations**

##### **a. Fences in Detention/Retention Areas**

Fences shall not be installed less than ten (10) feet from any stormwater inlet or outlet opening; however, the City Engineer may require a greater distance in keeping with generally accepted engineering practice.

##### **b. Fences in Utility Easements**

Fences shall not be permitted in utility easements where such fence would interfere with the operations of a utility. Applications for a permit for a fence to be installed in or across a utility easement shall be subject to an Release and Indemnity Agreement and release by the property owner, in a form acceptable to the City, stating that he/she has read the requirements for fences located in easements and that he/she agrees to comply with them, and that he/she does for himself/herself, heirs, successors and assigns indemnify and hold harmless the City from any liability asserted by others in connection with the placement of the fence and that he/she permits the removal of any fence or any other structure or form of landscaping within the utility easement area by the City if the fence or landscaping obstructs the City utility or access thereto. The Release and Indemnity Agreement shall be recorded at the property owner's expense by the City in the Office of the County Recorder of Deeds.

#### **Sight Triangle**

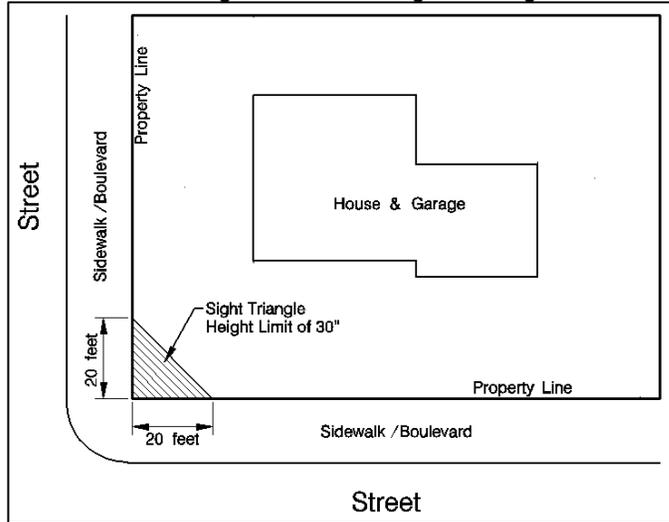
Notwithstanding any other provisions of this Title, a Sight Triangle shall be maintained on lots at the intersection of two (2) streets, of a street and an alley, and of a street and an active railroad right-of-way in conformance with this Section. The purpose of the Sight Triangle is to avoid the obstruction of the view of motorists in relation to oncoming traffic. Two sides of the Sight Triangle shall be measured along the right of way lines abutting the lot, from their intersection to a point 20 feet distant. The third side of the triangle shall be a line connecting the ends of the first two lines. (See Figure 17.22-1)

Within the Sight Triangle, any sign, wall, fence, landscaping, or other object exceeding thirty (30) inches in height above the adjoining street or right of way grade is prohibited, except as specifically permitted as follows:

1. Within the CBD-1 District, a Sight Triangle is not required except where required by the Director of Public Works as provided in paragraph (5) hereof.
2. Directional signs are permitted within the Sight Triangle.
3. Fences with an opacity of less than fifty percent (50%) not exceeding 3 feet (36 inches) in height are permitted within the Sight Triangle.
4. The area of the Sight Triangle may be reduced and/or the allowable height of obstructions increased by the Director of Public Works if he determines that there would not be an undue risk to public safety because of traffic control devices, street design or alignment, or the relative grade of the property and the adjoining streets, alleys, or railroad rights of way.

5. The area of the Sight Triangle may be increased and/or the allowable height of obstructions reduced by the Director of Public Works if he determines that there would be an undue risk to public safety because of traffic control devices, street design or alignment, or the relative grade of the property and the adjoining streets, alleys, or railroad rights of way.

Figure 17.22-1: Sight Triangle



**DO NOT WRITE OR MARK ABOVE THE LINE  
Use Black Ink Only**

**Release and Indemnity Agreement  
For Fences Located in Utility and Drainage Easements in the City of St. Charles**

Name of Record Owner (s) \_\_\_\_\_

Fence Building Permit (s) \_\_\_\_\_

Address of Property \_\_\_\_\_

Legal description of the property:





**CITY OF ST CHARLES**  
**Application for Building Permit for Fence**

**Building & Code Enforcement Division**

**Phone: (630) 377-4406 FAX (630) 443-4638**

Application Date: \_\_\_\_\_ Parcel No. \_\_\_\_\_ Permit No. \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

**I, \_\_\_\_\_ do hereby apply for a permit for the following described**

**work located at \_\_\_\_\_ . Number of lineal feet: \_\_\_\_\_**

**Estimated Cost: \_\_\_\_\_**

**Description of proposed fence (i.e. height, style): \_\_\_\_\_**

**Check List for Submittal of Application:**

- Is your property located in the Historic Preservation District? Yes/No If yes, your application and plans will need to be reviewed by the Historic Preservation Committee.
- Building Permit Application – Completely Filled Out.
- Four - 4 Copies of Plat Of Survey – highlight location of proposed fence.
- Four - 4 Copies of specifications from fence contractor.
- Fence Release and Indemnity Agreement – a fence located inside a Public Utility or Drainage Easement is required to have a notarized Release and Indemnity Agreement. Notaries are available at the Municipal Center.

**Owner of the Property:**

**Fence Contractor:**

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

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

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

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

City/State/Zip Code: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

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

**I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.**

**PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

**For Office Use Only**  
**REPORT OF THE BUILDING OFFICIAL**

Remarks \_\_\_\_\_

Accepted \_\_\_\_\_ Rejected \_\_\_\_\_ Date \_\_\_\_\_ Receipt No. \_\_\_\_\_

Amount Paid at Submittal \_\_\_\_\_ Date Received: \_\_\_\_\_ Check No. \_\_\_\_\_

Signature(s) of Building Official(s) \_\_\_\_\_

**Copies distributed to: Electric: \_\_\_\_\_ Development Engineering: \_\_\_\_\_ Historic Pres: \_\_\_\_\_**