

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

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COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



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FENCE PERMIT REQUIREMENTS (5 feet or Higher)

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are required to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the **Cook County Collector**.

When the permit has been reviewed and completed, you will be notified by mail of the final amount due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. Complete the application in its entirety where applicable. Be sure to print your name, address, phone number and include the property index number (PIN) in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Submit a **Plat of Survey** signed and sealed by an Illinois registered surveyor that is not more than five (5) years old.
3. Submit a **Site Plan** indicating the exact location of the fence and also the following:
 - The **height** from grade to top of the fence.
 - The **length** of the fence.
 - The **description** of the fence (cedar, chain-link, vinyl, etc.).
 - **Any gates**.
 - The **finished side** of the fence **must face out** from the subject property.
3. Fences shall be constructed so that the poles, support and braces are on the side of the fence of the owner of the property and placing the fence so that the side of the fence without poles, support and braces is facing neighboring property (unless otherwise approved by the Building Commissioner).
4. **Please indicate on your site plan that the finished side of the fence will face out from the property.**

For digital submission of application and supporting documents, please refer to our web site:
<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)
[Cook County Building Permit Application](#)