



PROJECT NUMBER: _____

FENCE PERMIT

PROJECT NOTE

Applicants must be entered into the computer system as a fencing contractor or be the homeowner prior to processing this permit. Please complete a contractor registration form if you are not already registered.

PROJECT DESCRIPTION

Include location and linear dimension of fence

APPLICANT INFORMATION

All fields must be completed unless noted. PLEASE PRINT.

First Name:

_____ *First Name*

Last Name:

_____ *Last Name*

Business Name:

_____ *Full Business Name*

MAILING ADDRESS

Mailing Address:

_____ *XXXX Street, Suite XXX*

Phone Number:

_____ *(XXX) XXX-XXXX*

City:

_____ *City*

State:

_____ *State*

Zip Code:

_____ *XXXXX*

PHYSICAL ADDRESS

Physical address same as mailing address.

Mailing Address:

_____ *XXXX Street*

City:

_____ *City*

State:

_____ *State*

Zip Code:

_____ *XXXXX*

PROJECT ADDRESS

Project Address:

_____ *Address*

PROJECT INFORMATION

Fence Type:

_____ *Example: Wood Privacy*

Fence Height (Max):

_____ *Example: 6 Feet*

Estimated Construction Cost:

_____ *Example: \$3,000*

Estimated Completion Date:

_____ *MM/DD/YYYY*

Is this application the result of a Stop Work Order or work performed without the required permit? Yes No

Is the property in a private subdivision (if so, trustee signatures are required)? Yes No

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

PROJECT INFORMATION

- A site plan, drawn to scale, is required with this application. Please show the location and dimensions of the fence on the site plan. Acceptable site plans include a boundary survey or a subdivision plat. A copy of a subdivision plat may be obtained at the Plat Department of St. Louis County, located on the fourth floor of 41 S Central, Clayton, Missouri 63105 (Phone: 314-615-7184).
- Fences must be constructed on the owner's property. If it is necessary for a fence to cross a property line (i.e. to connect to a garage or existing fence), the applicant shall provide two copies of a letter from the adjacent property owner. The letter shall state that the adjacent property owner allows the fencing to be installed and that the adjacent property owner understands maintenance or repair to the fence on their property is their responsibility. If the amount of fencing on the adjacent property owner's property exceeds 4 linear feet, a separate permit shall be obtained for the fence.
- If the fencing bounds or surrounds a pool, a pool enclosure permit is required (not a fence permit). Misapplying for the incorrect permit will result in a delay in processing.
- Front yard fences are not allowed in residential districts.
- Fences may not be taller than 6 feet in residential districts.
- Inspections that cannot be conducted due to the inspector not being able to access the work for inspection or failure of the work to be completed at the time of the inspection will result in an additional inspection fee.
- Typically, a minimum of three days notice is required to obtain an inspection.
- It is the responsibility of the applicant to obtain an approved final inspection.
- All work is to be performed in accordance with the requirements of the municipal code of University City.
- The scope of work outlined by the permit application is authorized by the owner, and the owner has authorized the application for this permit.
- If it is found by the City that the work being performed exceeds the work outlined by the permit application, the applicant shall amend the permit to include all work and pay any associated fees for said amendment.
- At the request of an agent of the City, the applicant or contractor for a project shall immediately produce the approved construction documents, a copy of the issued permit, and licenses for any electricians or plumbers working on the site.
- The applicant certifies that all information provided is true and correct to the best of his/her knowledge and that any stated value of construction (also known as the estimated construction cost) includes all materials, equipment, labor, overhead and profit.
- The applicant agrees to adhere to all City, State and Federal laws regarding the work to be performed under this permit.

FEE

*The fee for a fence permit is **\$35.00**.*

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

By signing below, I state the information provided on this registration application is truthful to the best of my knowledge, and I have read and understand the terms of service documentation as it relates to this application. Further, I understand this is an application and not a permit. Work cannot begin until a permit is issued.

Name (Printed)

Signature

Date

Permits will not be processed on properties with outstanding trash bills.