

Fences Information Sheet

Building Permit Review Requirements

- 3 copies of the Plat of Survey with the proposed fence locations shown. Indicate height, material and type of fence proposed
- Properly completed Building Permit
- Copy of the contractor's proposal (if available)

Building Permit Fees

- Calculated Building Permit Fee is based on a published fee schedule available at the Community Development Department or online at the Village web site

Applicable Building Codes

- Municipal Code

Additional information regarding Zoning and Building Codes can be found by following the following link:

www.villageofhinsdale.org

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.

Here is a guide to how the permit process works:

- Submit a completed permit application(s) with all the necessary information attached. (i.e. plans, plats, etc.) Refer to the specific application information packet for instructions. Any additional pertinent information should be addressed in a cover letter with your application submittal. If possible, copies of your contractors' bonds and licenses should also be submitted at this time. Payment for reviews would be included in this submittal: \$ 80.00 plan review fee.
- The plans are then put into the system and reviewed for Code compliance. There may be more than one review of your plans (building, engineering, zoning, etc.).
- If your plans were not approved, you will receive a letter itemizing the deficiencies in the submitted plans that will need to be corrected **prior** to Permit issuance. You should review the questions from the plan reviewer and address the points with revised plans. Any revision to the plans should be clearly marked or highlighted and be accompanied by a cover letter explaining any changes made or answering any questions. Once you resubmit your revised plan the process will continue as explained above until your plans are approved.
- When the plans are approved, you will get a call advising you that your permit is ready and you will be advised of the permit fees. If any contractors have not yet been licensed or bonded as required, you will be notified at this time. All **required** bonds and licenses must be on file with us prior to permit issuance.
- Payment is due at the time the permit is issued. Payment must be made by cash or check only.
- At permit issuance you will receive your permit, a placard for display on the job site as well as a copy of the approved plans, which must remain on the job site at all times
- After the permit has been issued you may begin construction. Call our office for the appropriate inspections as the work progresses.
- Upon completion of the project and after you pass **all** the required final inspections, you must provide the Building Commissioner with the original bond receipt that will then be submitted to the Finance Department for final distribution of funds.

If you have any questions about the permit process, please call our office at (630) 789-7030.

Our office hours are 8 a.m. to 4:30 p.m. Monday through Friday.

Most Common Errors

The inspectors and plan reviewers were asked to summarize the most frequently found code-related mistakes made during the application and construction process. See items listed below:

- Fences are permitted to be constructed up to, but not over the property line
- All components of the fence, postholes included, are to remain on the subject property and not encroach over the property line
- The finished side of the fence shall face outward from the subject property
- Fence heights are measured from existing natural grade
- Fence posts cannot be not more than 6" taller than the permitted fence heights
- Fences not located within the front or corner side yards are limited to 6.0' in height, unless said property line abuts a non-residential district
- Fences in the front yard are limited in height and type as identified below:
 - 3.0' maximum height for fences that are 1/3 open
 - 2.0' maximum height for solid fences. A solid fence is any fence in which the open spaces of the fence is less than 1/3 of the total fence area
- Fences in the corner side yard are limited in height and type as identified below:
 - 4.0' maximum height for fences that are 1/3 open
 - 2.0' maximum height for solid fences. A solid fence is any fence in which the open spaces of the fence is less than 1/3 of the total fence area