



**BUILDING DEPARTMENT**  
 100 Parkers Mill • Oswego, IL 60543  
 (630) 554-2310 • Fax: (630) 554-7545

RECEIVED _____
ENTERED _____
APPROVED _____
CONTRACTOR REG _____
COMPLETE _____

**Building Permit Application for Existing and Accessory Structures**

Permit No. \_\_\_\_\_

**CUSTOMER DATA**

Name of Owner: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Daytime Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_

**CONTRACTOR DATA**

Name of Contractor: \_\_\_\_\_  
 Address of Contractor: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Daytime Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**PROPOSED PROJECT DATA**

**TOTAL OVERALL COST:** \$ \_\_\_\_\_

**DESCRIPTION OF WORK:**

Existing Structure:  
 \_\_\_ (5) **Remodel** / \_\_\_ (10) **Demolition** / \_\_\_ (9) **Re-roof/Siding**  
 \_\_\_ (4) **Addition** / \_\_\_ (11) **Plumbing work** / \_\_\_ (11) **Electrical work**  
 \_\_\_ (11) **Radon Mitigation** / \_\_\_ (4) **Garage/attached** \_\_\_ (3) **Garage/detached**  
 \_\_\_ (11) **Replacement windows / doors**

Accessory:  
 \_\_\_ (3) **Fence** \_\_\_ wood \_\_\_ chain link \_\_\_ other - \_\_\_\_\_  
 \_\_\_ new \_\_\_ replacement / height \_\_\_ 3' \_\_\_ 4' \_\_\_ 5' \_\_\_ 6'  
 \_\_\_ (3) **Patio** size \_\_\_ X \_\_\_ / \_\_\_ concrete \_\_\_ pavers  
 \_\_\_ (3) **Deck** / \_\_\_ (3) **Pergola** / \_\_\_ (3) **Service Walk** / \_\_\_ concrete \_\_\_ pavers  
 \_\_\_ (3) **Driveway** \_\_\_ asphalt \_\_\_ concrete  
 \_\_\_ (3) **Shed** size \_\_\_ X \_\_\_ / \_\_\_ pre-built \_\_\_ built on site  
 \_\_\_ (3) **Swimming Pool** \_\_\_ above ground \_\_\_ in ground  
 \_\_\_ (11) **Other** - describe \_\_\_\_\_  
 \_\_\_ (19) **Temporary Pool** \_\_\_ (21) **Lawn Irrigation**

**CERTIFICATION**

The applicant agrees to conform to all applicable laws of this jurisdiction. I also agree that all work performed under this permit will be in accordance with the plans and specifications which accompany this application., except for such changes as may be required by the inspection officials.

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

Signed: \_\_\_\_\_  
 Signature of Owner or Owner's Agent

\_\_\_\_\_  
 DATE

PERMIT APPROVED BY:

Building Inspector \_\_\_\_\_ Date \_\_\_\_\_



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### **GENERAL INSTRUCTIONS FOR A FENCE PERMIT**

#### **Need To Submit:**

1. Building permit application for accessory structures filled out completely.
2. Plot plan or survey showing the location of the proposed fence with any locations of height change indicated.
3. Complete fence permit checklist.
4. Provide type of fence to be installed, for example, spaced picket, split rail, board on board, privacy, etc. Provide type of material to be used for the fence. Also submit information as to the height of the proposed fence.
5. If applicable, provide letter(s) from the adjoining property owner(s) for the placement of the fence in relation to the property line.

#### **All Fences Shall Comply With The Following:**

1. All fences shall be placed and constructed a minimum of 12 inches inside the property line or directly on the property line. To place a fence directly on a property line, written permission must be granted from the adjoining property owner(s) and submitted to the Village of Oswego.
2. No fence shall be placed less than two feet from an existing fence. The only exception to this is a direct perpendicular attachment to an existing fence with written permission from the adjoining property owner(s) submitted to the Village.
3. A fence in the front yard cannot exceed 3 feet in height above the surrounding grade.
4. On corner lots, a fence located on the corner side yard shall not exceed 3 feet in height above the surrounding grade, unless the fence is constructed as an open fence as defined in the Village of Oswego Zoning Ordinance. The fence then shall be limited to no more than 4 feet in height.

***Yard, Corner side: A side yard extending along the full length of a corner side lot line and continuing to the side of the principal building that is nearest to parallel with the side lot line, but not including any area that is encompassed within a front yard.***

***Fence, open: Fence constructed so that 30 percent or more of the vertical area, when viewed at a perpendicular angle, is open to light and air.***



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5. No fence in the rear or side yards shall exceed 6 feet in height above the surrounding grade in a residential district.

*Exception:*

*Lot that abuts a manufacturing or business district is allowed an 8 foot high fence along the rear lot line.*

6. Where applicable, the most aesthetically pleasing side of the fence or partition shall be placed to face the outside of the owner's property.

7. Fence post holes shall be a minimum of 3 feet in the ground.

8. No portion of a fence can be placed on any part of a landscape berm or landscape easement.

9. No portion of a fence can be placed in a conservation easement.

10. No fence shall be constructed in such a way as to block required overland drainage.

11. No partition or division fence shall be constructed of such height or in such manner as to interfere with the access of light or air to any dwelling house or place used in a permanent habitation.

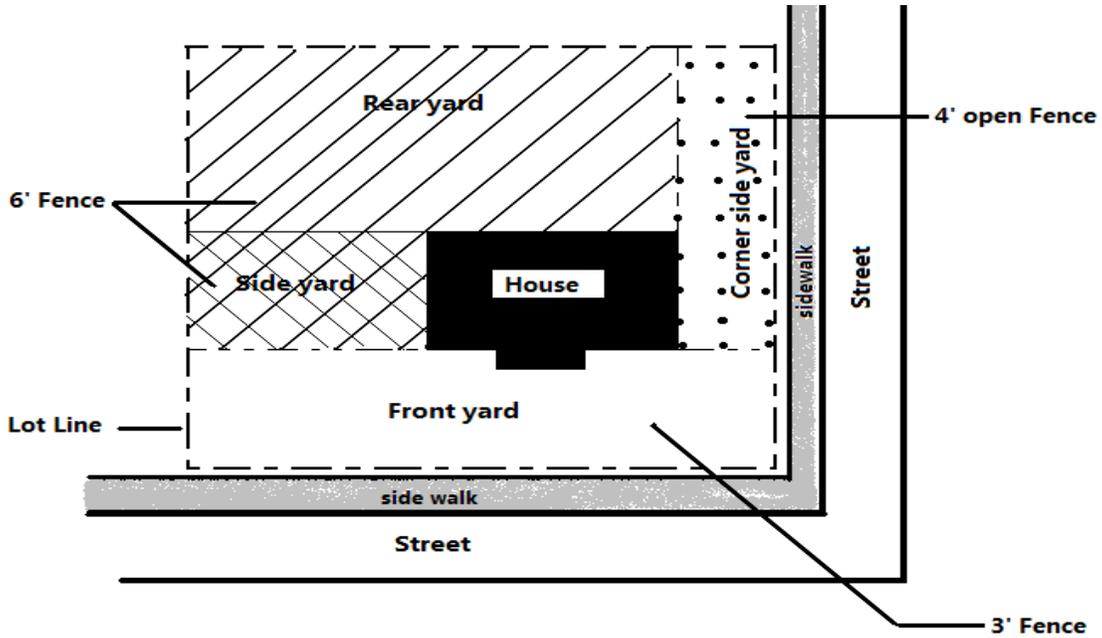
12. In no case shall the fence be installed across the property line to the adjoining properties. If this is required to complete the fence enclosure, a no charge permit is required for that property owner whose property this portion of fence is to be placed.

13. If the fence is utilized as a means for meeting pool barrier requirements, the fence shall comply with the current code requirements whether the fence is new or replacing an existing fence.

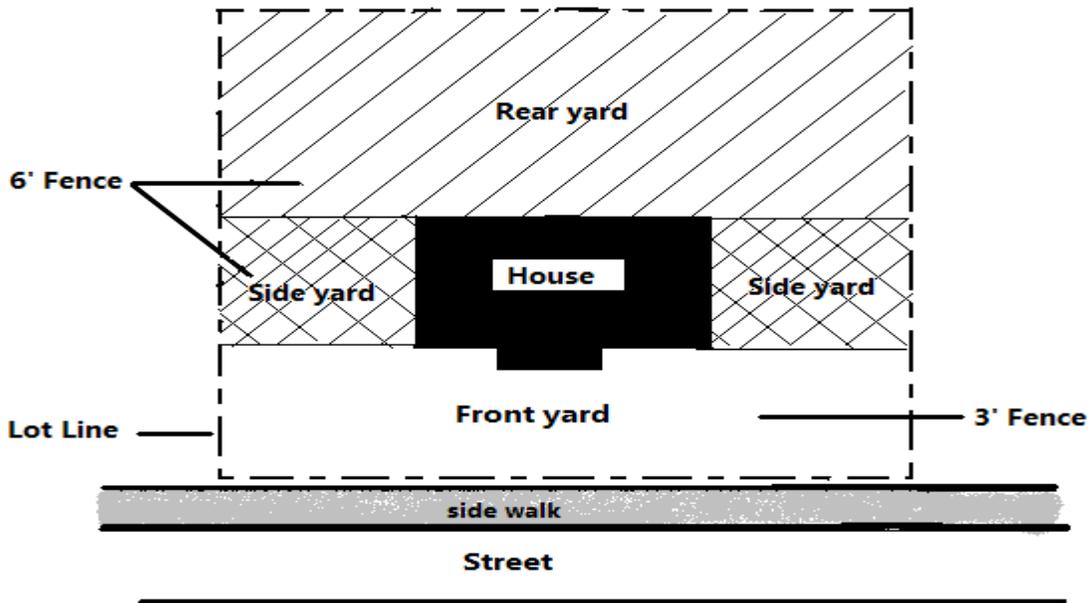
**Note To Applicant:**

The final inspection is for verifying height, material, workmanship, and construction requirements. The placement of the fence in relation to the property line is the owner's responsibility. If a homeowner requires verification of the fence placement a new plat of survey would have to be obtained at the owner's expense.

### Fence Placement And Height For Residential Lots



Corner Lot



Interior Lot

## FENCE REQUIREMENT WORKSHEET

1. Have you notified your homeowner's association? **YES** or **NO** or **N/A**
2. The fencing to be installed is: **NEW** or **NEW REPLACEMENT**
3. Indicate the material the fence will be constructed of: **METAL** or **WOOD** or **VINYL/PVC**  
 If metal, fence will be: **CHAIN-LINK** or **PANEL SECTIONS**

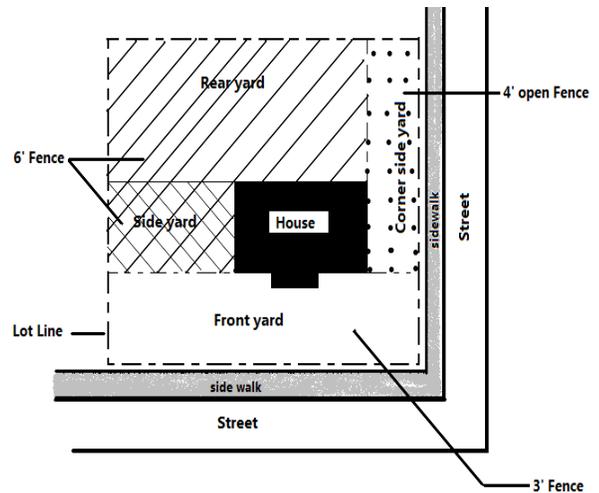
4. Will the fencing be placed in a front yard? **YES** or **NO**  
 If yes, the fencing will be \_\_\_\_\_ feet above grade

5. Will the fencing be placed in a rear yard? **YES** or **NO**  
 If yes, the fencing will be \_\_\_\_\_ feet above grade

6. Will the fencing be placed in a side yard? **YES** or **NO**  
 If yes, the fencing will be \_\_\_\_\_ feet above grade

7. Will the fencing be placed in a corner side yard? **YES** or **NO**  
 If yes, the fencing will be \_\_\_\_\_ feet above grade

8. Will the fence be attached to an existing fence? **YES** or **NO**  
 (If yes, a letter of approval must be provided from the owner of that existing fence)



9. Will the fence be placed along a berm? **YES** or **NO**
10. Will the fence be installed in an easement? **YES** or **NO**  
 If yes, what type of easement(s)? \_\_\_\_\_

11. Indicate where the fence will be placed in relation to the property line (mark all that will apply):
  - On the property line (must provide approval letters from adjoining property owner(s))
  - 12 inches inside the property line (approval letters are not required)
  - 24 inches from an existing fence (still must be at least 12 inches inside the property line)

12. Will the fence need to cross a property line to complete the installation? **YES** or **NO**

13. Will the fence be used as a barrier for a swimming pool? **YES** or **NO**



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Date \_\_\_\_\_

Permission for Fence Construction along Property Lines

at \_\_\_\_\_ Oswego, IL  
Address

My signature on this letter indicates that I have given permission for

\_\_\_\_\_,  
Name

the owners of \_\_\_\_\_ Oswego, IL 60543,

to construct a fence on the shared property line between our properties.

\_\_\_\_\_ agrees to follow all HOA regulations  
Name

as well as obtain a building permit and comply with all regulations set by the

Village of Oswego Building Department.

Neighbor  
Homeowner Name(s)

Neighbor  
Homeowner Address

Neighbor  
Homeowner Signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_