

## **CITY OF WAUKEGAN - PERMIT APPLICATION REQUIREMENTS**

### *Permit Type: Fence*

1. Fence Permit Application <http://www.waukeganil.gov/DocumentCenter/View/1784>
2. All contractors need to be registered with the City of Waukegan; \$100.00 Annual registration fee, Completed Application, and Certificate of Insurance. *Registration Application* <http://www.waukeganil.gov/DocumentCenter/View/1382>
3. Scope of Work to include proposed; location, height, and material  
*(Maximum of 4' decorative in front and/or corner side and 6' privacy fencing in rear and/or interior side yard)*  
*Restrictions on front/side yard fencing* <http://www.waukeganil.gov/DocumentCenter/View/1778>  
*Diagram* <http://www.waukeganil.gov/DocumentCenter/View/1172>
4. Copy of the Proposal/Contract between Contractor and Property owner, signed by both parties *(copy charges are a \$1.00 per page if not provided).*
5. Plat of Survey – with location of the proposed fence marked clearly  
*(copy charges are \$1.00 per page if not provided)*

Only complete applications containing items 1-5 of the above will be accepted. All applications need to be submitted in person on the 3<sup>rd</sup> floor of the above address or can be emailed with all attachments to [bldgadmin@waukeganil.gov](mailto:bldgadmin@waukeganil.gov) *subject line should be your address (charges of \$1.00 per page will be accessed for each page submitted in addition to permit and review fees).* Office hours are 8am- 4pm Monday thru Friday. Processing of each application takes 5-7 business days and needs to be reviewed by our Planning & Zoning Department. Permit pricing is calculated based on the amount of the contract. A plan review fee of \$150.00 per ordinance will be accessed.

***PERMITS ARE REQUIRED TO BE POSTED IN FRONT WINDOW WHILE WORK IS COMPLETED***

### **REQUIRED INSPECTIONS AFTER ISSUANCE**

1. Post Hole Inspection (Post holes must be a minimum of 36")
2. Final (Panels must be faced with the finished side towards your neighbor)

*Any work completed without inspection or denied will have to be deconstructed prior to final approval*