

PERMIT # \_\_\_\_\_

# FENCE PERMIT APPLICATION

**CODIFIED ORDINANCE  
1211.04 (b)**



**CITY OF WESTLAKE  
BUILDING DEPARTMENT  
27700 HILLIARD BLVD.  
WESTLAKE, OHIO 44145  
PHONE (440) 617-4105  
FAX (440) 617-4144**

APPROVED BY: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

FENCE PERMIT FEE: \$ 25.00

*Print ALL information. Applicant to complete all parts. Incomplete applications will delay permit processing.*

### PROPERTY/OWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

### CONTRACTOR/INSTALLER INFORMATION

Not required if owner is performing ALL work

COMPANY NAME: \_\_\_\_\_

REGISTRATION NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### INSTRUCTIONS

1. Draw property lines indicate lot size.
2. Draw proposed area of new fence include height of fence.
3. Show location of easement, if any, and attach site plan if available.
4. Engineering approval is required for all easement installations.
5. Call 24 hours in advance for posthole **and** final inspections.
6. Caution should be used when installing fence on the lot line. Property survey is recommended.

		YES	NO
1	Is home located on a corner lot?		
2	Has applicant requested a topographical map (site plan) from the Building Dept.?		
3	Is a topographical map or survey attached?		
4	Is there an existing pool on the property? If yes, indicate on site plan.		
5	Is a pool being installed on the property? If yes, indicate on site plan.		
6	Is the proposed fence going to be a pool barrier? If yes, cut sheet is required.		
7	Is a swimming pool being considered in the future?		
8	Circle pool type if applicable:    Above Ground            In-Ground		
	<b>Other requirements apply for POOL BARRIERS.</b>		

- \* Minimum 36 inch depth required for postholes.
- \* Call 24 hours in advance for posthole and final inspections (440) 617-4105.
- \* Good side of fence is to face neighbors.
- \* Maximum height of rear and side yard fence is 6 feet measured from grade.
- \* Maximum height of front yard fence is 2.5 feet and MUST NOT be constructed within 35 feet of the public right of way.
- \* **Corner lot:** No fence, wall or hedge shall be located within twenty-five feet from the planned right-of-way line. (In most cases, planned right-of-way = 1'-0" from back edge of sidewalk.)
- \* Engineering approval is required for fences located in any easements.

\_\_\_\_\_ **Print**

\_\_\_\_\_ **Signature**

**The Westlake Building Department does not enforce deed restrictions, covenants, or subdivision association regulation (By-Laws)**

The acceptance of the permit herein applied for shall constitute an agreement on my part to abide by all conditions herein contained and also to comply with all ordinances set forth by the City of Westlake, and the laws of the State of Ohio relating to the work to be done thereunder and said agreement is a condition of said permit.

**IMPORTANT NOTICE TO HOMEOWNERS:**

IF YOU OBTAIN THIS PERMIT ON THE BEHALF OF A CONTRACTOR YOU ARE LIABLE FOR ALL WORK INCLUDING ANY VIOLATIONS OR INCOMPLETE WORK.  
CONTRACTORS MUST BE CURRENTLY REGISTERED WITH THE CITY OF WESTLAKE.

**IF TOPOGRAPHICAL MAP OR SURVEY IS UNAVAILABLE PLEASE INDICATE PROPOSED FENCE LOCATION IN RELATIONSHIP TO PROPERTY STRUCTURES. INDICATE SWIMMING POOL IF APPLICABLE.**

**IMPORTANT NOTICE TO CONTRACTORS:**

**FAILURE TO CALL FOR INSPECTIONS MAY RESULT IN LOSS OF REGISTRATION.**

A large grid of graph paper, consisting of approximately 30 columns and 30 rows of small squares, intended for drawing or taking notes.