



CITY OF ST. JOSEPH  
INSPECTION DEPARTMENT  
700 Broad Street  
St. Joseph, MI 49085  
Phone (269)983-1212  
www.sjcity.com

## **Fence Process, Instructions and Application\***

Review Chapter 12 Fences of the Code of Ordinances, the "Informational Fence Handout" and application.



Submit completed application, site plan and permit fees. Incomplete submittal packets will be returned, delaying your request.



Call MISS DIG at 811 in Michigan to locate any underground utilities.



Permit will be mailed to applicant once approved. Please allow at least one week for processing. You will be contacted if the permit is denied. Display permit in window so visible from street.



Once the fence has been installed per the approved plans, call the Inspection Department to schedule a final inspection.

\*See attached detailed directions for all steps involved.



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## **Fence Process, Instructions and Application**

1. **Review Chapter 12 Fences of the Code of Ordinances and the City of St. Joseph Informational Fence handout.** Staff has created an informational handout relating to the fence regulations in the City of St. Joseph.
2. **Create a Site Plan or use the Plat of Survey for the property.** The site plan must provide the minimum information as stated on the Informational Fence handout.
3. **Determine what type of fencing you want to install on your property.** Please remember there are different rules depending on where the fence will be located. The Informational Fence handout provides information regarding placement, overall height and clear vision area requirements that will need to be reviewed. Your design will need to comply with the regulations.
4. **Call or email city staff if you have any questions.** If you have questions, please contact the Inspection Department. Please note, staff is not able to visit the site to discuss your application. If emailing questions, you should include your site plan or survey for staff to review and further discuss.
5. **Make application.** Submit completed Fence Application, Site Plan and permit fee to the Inspection Department for review and processing. Incomplete applications will not be accepted and will be returned, delaying the processing of the request. Please allow a minimum of one week for processing of complete applications.
6. **Staff review.** Once a complete application has been received, city staff will review the application to determine if it complies with Chapter 12 Fences of the Code of Ordinances and any Zoning Ordinances regulations.
7. **If approved, staff will mail the Fence Permit to the applicant.** The permit must be displayed in the window so visible from the street. Once the work is completed, the applicant must contact the Inspection Department for a final inspection.
8. **If denied, staff will notify the applicant in writing either via US mail or email of the missing information.** The applicant will have an opportunity to modify the application to comply with the requirements of Chapter 12 Fences.



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## FENCE APPLICATION

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. If additional space is needed, please use additional sheets of paper.

### Property Information

Property Address: \_\_\_\_\_

Property Code Number(s) (Tax Number): 11-76-\_\_\_\_\_

### Applicant Information

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Fence Company/Installer:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### Fence Information

Type of fence project?    New: \_\_\_\_\_ Replacement: \_\_\_\_\_ Repair: \_\_\_\_\_

Explain fence project: \_\_\_\_\_

Project value: \_\_\_\_\_

Property use:            Single-Family Residence: \_\_\_\_\_ Two-Unit Residence: \_\_\_\_\_

Multiple-Family: \_\_\_\_\_ Commercial/Office: \_\_\_\_\_ Industrial: \_\_\_\_\_

Purpose of fence: Containment (refuse/outdoor storage): \_\_\_\_\_ Kennel: \_\_\_\_\_  
Pool: \_\_\_\_\_ Privacy: \_\_\_\_\_ Security: \_\_\_\_\_ Other: \_\_\_\_\_

Description of fence (check all that apply): chain link: \_\_\_ dog eared: \_\_\_ lattice: \_\_\_  
ornamental: \_\_\_ picket: \_\_\_ shadow box: \_\_\_ solid: \_\_\_ split rail: \_\_\_  
stockade: \_\_\_ aluminum: \_\_\_\_\_ brick: \_\_\_\_\_ chain link: \_\_\_\_\_ stone: \_\_\_  
treated wood: \_\_\_ vinyl: \_\_\_ wrought iron: \_\_\_  
other (please explain and include photograph): \_\_\_\_\_

Fencing length: West line: \_\_\_\_\_ East line: \_\_\_\_\_ North line: \_\_\_\_\_ South line: \_\_\_\_\_

Fencing height (highest portion of fence including posts):  
West line: \_\_\_\_\_ East line: \_\_\_\_\_ North line: \_\_\_\_\_ South line: \_\_\_\_\_

Number of gates (must show location on site plan): \_\_\_\_\_

Section 12-2.D of the Code of Ordinances requires the "good side" of the fence to face out toward the adjacent properties. Will the "good side" of the fence face out? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Will all portions of the fence be located on the private property of this applicant?  
Yes: \_\_\_ No: \_\_\_

How deep with the posts be placed in the ground? \_\_\_\_\_

Site Plan – must include (if you answer "No" to any question, do not submit application):

Does the site plan show the property lines with dimensions? Yes: \_\_\_ No: \_\_\_;

Does the site plan show all structures within the lot (house, deck, shed, detached garage, stairs, or porch)? Yes: \_\_\_ No: \_\_\_

Does the site plan show the location of all driveway, streets and alleys? Yes: \_\_\_ No: \_\_\_

Does the site plan show the location and length of all proposed fencing? Yes: \_\_\_ No: \_\_\_

I certify that I have read this application and state that the above information is correct. I agree to comply with all City ordinances and State Laws relating to Building Construction and hereby authorize City representatives to enter upon the above-mentioned property for inspection purpose. I understand that this is an application and NOT a permit or authorization to do any work without the Inspection Department review and approval, payment of all required fees.

\_\_\_\_\_  
Printed name of Applicant                      Signature of Applicant                      Date

OFFICE USE:              Date: \_\_\_\_\_      Check #: \_\_\_\_\_      Cash: \_\_\_\_\_      Receipt: \_\_\_\_\_