



MUNICIPAL BUILDING
P.O. BOX 467
208 SOUTH RAPP AVENUE
COLUMBIA, ILLINOIS 62236-0467
PHONE: 618-281-7144

IN THE GREATER ST. LOUIS METROPOLITAN AREA

FENCE BUILDING PERMIT APPLICATION

<i>(Staff use)</i>		Permit #: BP-09-	
Permit Fee: \$10.50	Date Paid:	Cash:	Check #:

Instructions to Applicant:

1. **Application:** The following information must be completed and a site plan submitted to the City Clerk's Office at Columbia City Hall.
2. **Site Plan:** All applications must include a site plan indicating all setback measurements. **A site plan showing location of fence, relative to street frontage and other structures on property and adjoining property, must be included with permit application (site plan grid attached). In addition, a picture of the fence required.**
3. **Review Process:** The application and site plan will be reviewed by the Building Inspector for code compliance. The inspector will approve and determine the permit fee at this time or deny the application.
4. **Permit Status:** The City Clerk's Office will inform applicant of permit status after the inspector reviews the application.
5. **How long will it take to receive a permit?** If the application and site plan meets all requirements, the permit should be ready for the applicant to pick up from the City Clerk's Office within approximately three (3) to five (5) working days.
6. **Fee:** There is a \$10.50 fee for all fence permits. Upon approval of fence permit, applicant may pay fee to the Clerk's Office upon receipt of approved permit.

IMPORTANT NOTE:
CITY APPROVAL DOES NOT CONSTITUTE SUBDIVISION APPROVAL. PLEASE CONTACT TRUSTEES IN YOUR SUBDIVISION FOR ANY SUBDIVISION REQUIREMENTS.

(PLEASE PRINT)

Property Owner:

Name: _____

Address: _____

Phone #: _____

Location of Fence (address): _____

Subdivision: _____

Zoning District: _____

Fence Type: (√ one)	
<input type="checkbox"/>	Commercial Enclosure
<input type="checkbox"/>	Commercial Privacy/Buffer
<input type="checkbox"/>	Residential Enclosure
<input type="checkbox"/>	Residential Privacy

Fence Material: (√ one)	
<input type="checkbox"/>	Vinyl Fabric
<input type="checkbox"/>	Wooden Picket
<input type="checkbox"/>	Wrought Iron
<input type="checkbox"/>	Chain Link
<input type="checkbox"/>	Shadow Box
<input type="checkbox"/>	Other
List material if other:	

Fence Height: (maximum 6')	
Fence Length: (approx. linear footage)	
Estimated Cost:	

Contractor / Company Installing Fence:

Name: _____

Address: _____

Phone #: _____

(Applicant Signature)

(Date)

APPLICANT CHECK LIST:

<input type="checkbox"/>	Submit completed Fence Permit Application, Site Plan and a picture of the fence to City Clerk's Office.
<input type="checkbox"/>	Application and Site Plans to be reviewed by Building Inspector.
<input type="checkbox"/>	City Clerk's Office will inform applicant of permit status.
<input type="checkbox"/>	If permit is approved, applicant may pick up permit from the City Clerk's Office upon fee payment.
<input type="checkbox"/>	Installation of fence may begin.

(Staff use below):

_____ *Approved* _____ *Disapproved* _____ *Approved by Building Inspector* _____ *Date*

