

FENCE INFORMATION

PERMIT REQUIRED

A building permit is required from any person desiring to install or replace a fence. **The following conditions and requirements apply:**

- Call J.U.L.I.E. at least 48 hours before construction (811).
- Post holes shall extend below the frost line, 42-inches, per R1809.5 (1).
- The finished side of the fence must face your neighbor under all circumstances, even cases where you abut a street, alley, or railroad. No barbed wire, razor wire or electrified elements are permitted.
- Fences can be constructed up to and on the property line. Fences may abut one another. It is the responsibility of the property owner to see that the fence is not installed on the neighboring property. The Village does not have a licensed surveyor on staff to determine legal boundaries, therefore we cannot get involved in property line disputes.
- If you elect to install a fence in an easement shown on your plat of survey, you must take full responsibility for the fence in the event that any work is necessary in the easement. The Village and the utility companies have the authority to remove any fence and no obligation to pay for any damages to fences or other structures located in an easement. Under no circumstances may you prevent access to a manhole or utility box. All excavated soil/materials and building materials must be removed from the site immediately following construction and cannot be spread in any drainage easements.
- Solid wood fences which are installed in drainage easements must not impede the flow of surface drainage. **The height of the fence is measured from grade, therefore any gap between the fence and the ground counts toward the total height of the fence.**
- Fence heights for all properties are limited to 3-feet in front and corner side yards (Chain link fences are prohibited in these yards). Residential & B zoned properties may have fences up to 6-feet in the interior side and rear yards and properties in the A, BP, M, OR and I zoned districts may have fences up to 8-feet in height in the interior side and rear yards.
- All excavated soil/materials and building materials must be removed from the site immediately following construction and cannot be spread in any drainage easements.
- If the property is located in an area having an Owner's Association, the property owner is obligated to check with the Owner's Association to ensure compliance with their regulations.
- Allowable hours for construction within the Village are 6:30 a.m. to 8:30 p.m. daily.
- Fence installation or replacements are authorized on a case-by-case basis.

APPLICATION CHECKLIST

All applications for a fence permit shall include the following items and information:

- a completed short-form permit application listing the contractor(s) performing the work.
- valid contractor registration with the Village of Sugar Grove
- a plat of survey, drawn to scale, with the proposed fence location drawn in on 11"x17' or smaller paper
- a copy of the contract with the property owner's signature

CONTRACTOR REGISTRATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit is required to be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, a registration application can be obtained from the Building Division at 630.391.7220 or from the Village's website www.sugargroveil.gov

INSPECTIONS REQUIRED

Inspections may include: a post hole and final depending on the scope of construction. The owner/contractor is responsible for scheduling all required inspections. Please call 630.391.7220 to schedule the inspections. Please schedule the inspections by 3:30 PM THE DAY BEFORE you want it.

PLAN REVIEW

Please allow 10 (ten) working days for processing.

- **PERMIT FEE** **\$150.00**

Additional fees may be charged if there is a grade change proposed or the proposed modification requires review and inspection by the Village Engineer.

The permit fee is paid when the permit is picked-up after the application has been approved.

NO WORK CAN BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. WORK BEGUN PRIOR TO ISSUANCE OF THE PERMIT WILL INCUR A FINE, PENALTY OR BOTH.

For Office Use Only
 Permit # _____
 Building Dept Approval:

 Fees: _____



601 HEARTLAND DRIVE
Sugar Grove, IL 60554
Phone 630-391-7220
Fax 630-391-7245
www.sugargroveil.gov
permits@sugargroveil.gov

BUILDING PERMIT APPLICATION
(FOR MINOR PERMITS; NOT NEW CONSTRUCTION)

Application Date: _____	Permit Type					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
Start Date _____	End Date _____					
Description of Work: _____ _____						
Property Information						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
Contractor Information						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

Signature of Property Owner (or Attach Signed Contract)	Address (if different)	Phone No.
Signature & Printed Name of Responsible person in Charge of Work & Email		Phone No.