



DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

FENCES



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist when installing a **fence**. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

You will be creating a profile in our Accela portal – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Plat of Survey – possible BMP's ([Best Management Practices](#))
2. Construction plan
3. Trust Disclosure form for properties in a trust

A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. We accept exact cash, checks or Master Card and Visa.

1. A copy of the scalable Plat of Survey with the fence highlighted and drawn with little xxx's in the exact proposed location.
2. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form completed by the trust company stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

Requirements for permit issuance:

3. Drainage Easement Agreement form
4. Entrance permit
5. Fees
6. Performance Bond
7. Contractor Registration

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3. Also, fences located in any part of a drainage and utility easement a [Drainage Easement Agreement](#) must be filled out and all individuals on the deed will need their signature notarized.
 4. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
 5. [Permit fees](#) are due at the time of issuance. We accept exact cash, check or Master Card and Visa.
 6. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final inspection has been approved.
 7. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and have a current registration when the permit is issued.

Zoning Requirements: Single Family Construction: (Ordinance Sections: 37-407)

Orientation:

- For all Zoning Districts the finished side (good side) must face outward toward the adjacent property or road right of way.

Setbacks:

- Three inches (3") from all property lines.

Height:

- Front: No taller than four feet six inches (4'6")
- All other yards: No taller than six feet six inches (6'6")

Opacity (% of openness of the fence)

- Front: At least 50% open
- All other yards: May be 100% enclosed

Drainage Requirements:

Provide location on plat of survey. Those sections of the fence located within an easement will need to be located at least three - four inches (3"- 4") above the existing grades as to not have a negative impact on the existing drainage for the neighboring properties.

Disclaimer: If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule an inspection.

(Where no work has been started within 180 days after the issuance of a permit, or when more than 180

days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupagecounty.gov/building.

CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](http://www.dupagecounty.gov/building) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS