



COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

**Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be place on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

FENCES: (ALL listed are REQUIRED, unless not applicable)

- ☐ Building Permit Application, all information needs to be completed and include:
 - Type of fence. (I.e., wood fence, open or closed/privacy, chain link, etc.)
 - Height of fence (4-foot, 6-foot)
 - Color of fence, must be neutral in color
- ☐ Plat of Survey indicating the proposed location of the fence.
- ☐ Permit Addendum – Fence, signed.
- ☐ A letter of approval from homeowner's association, when applicable.
- ☐ Contractor's Registration with bond, for those not already ***licensed and bonded*** with the Village.
- ☐ Easement Encroachment Agreement, signed – when applicable.
 - **Notice: Easement Encroachment Agreement must be signed by the property owner.**

I attest that I have submitted all information as required above regarding the permit applied for at:

_____ Glendale Heights, IL 60139

_____ Name (Printed)

_____ Signature

_____ Date



VILLAGE OF GLENDALE HEIGHTS
300 Civic Center Plaza
Glendale Heights, Illinois 60139
Community Development Department
(630) 260-6030

BUILDING PERMIT APPLICATION

(Please Print CLEARLY)

DATE: _____

PROPERTY ADDRESS: _____, GLENDALE HEIGHTS, IL 60139

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE NUMBER: _____

APPLICANT EMAIL ADDRESS: _____

IS THIS A: ☐ SINGLE FAMILY ☐ DUPLEX ☐ TOWNHOUSE ☐ MULTI-FAMILY

EST. CONST. COST: \$ _____ HOMEOWNERS ASSOC. ☐ YES ☐ NO

CHECK ONE:

- | | | | | |
|--------------------------------------|----------------------------------|-----------------------------------|---|--------------------------------|
| <input type="checkbox"/> NEW CONST. | <input type="checkbox"/> ROOFING | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> PATIO | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> SIDING | <input type="checkbox"/> HVAC | <input type="checkbox"/> SIDEWALK | <input type="checkbox"/> SHED |
| <input type="checkbox"/> REMODEL | <input type="checkbox"/> WINDOWS | <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> DRIVEWAY | <input type="checkbox"/> DECK |
| <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> DOORS | | <input type="checkbox"/> DRIVEWAY APRON | |
| <input type="checkbox"/> OTHER _____ | | | <input type="checkbox"/> OTHER PAVEMENT | |

SCOPE OF WORK/DESCRIPTION: _____

**ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED

Name	Address	Phone Number
OWNER: _____	_____	_____
OCCUPANT: _____	_____	_____
ARCHITECT: _____	_____	_____
ENGINEER: _____	_____	_____
GEN. CONT.: _____	_____	_____
PLUMBING: _____	_____	_____
ELECTRIC: _____	_____	_____
OTHER: _____	_____	_____
OTHER: _____	_____	_____

☐ SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/ OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) _____

SIGNATURE OF APPLICANT _____

DIR. OF COMM. DEVELOPMENT: _____

DATE APPROVED: _____

DO NOT WRITE IN THIS SPACE

Permit No.: _____

Date Issued: _____

Permit Expires: _____

Zoning District: _____

Initial Deposit: _____

Construction: _____

Fire Protection: _____

Site Improvement: _____

Sewer Connection: _____

Water Connection: _____

Water Meter: _____

Penalty: _____

Building Deposit: _____

Engineering Deposit: _____

Permit Fee: _____

Required Deposit: _____

TOTAL FEE: _____



PERMIT ADDENDUM – FENCE

PERMIT _____ DATE _____

ADDRESS _____

CONSTRUCTION REQUIREMENTS:

Fences must be located within the boundary lines of the property at which the fence is being constructed.

All fences shall be of permanent construction with fence posts set into the ground at least one-third (1/3) of the posts overall length. (10-15-3) Postholes must be a minimum of 24 inches deep. Specific requirements will be designated on the approved plan. No fence or wall is permitted that is electrified, or that contains broken glass, barbed wire or other materials reasonably calculated to do bodily harm. (11-4-8, C, 1, a)

Maximum height in all areas, except Industrial Zoned locations, is six (6) feet. (11-4-8, D, 1)

Ornamental fencing placed in front of the principal building may not exceed a height of 3.5 feet. An ornamental fence is an open fence, other than a chainlink fence, that is erected for decorative purposes only and is not intended to be used, either by itself or together with wire or other material, as an enclosure, barrier, or means of protection or confinement and constructed so that the surface area of any segment of such fence contains at least seventy percent (70%) open spaces and thirty percent (30%) or less solid materials. Hedges and other closely spaced plants over two (2) feet in height shall be considered a fence and shall comply with this fence requirements. (10-15-1) (11-4-8, A) Hedges may not exceed a height of 2.5 feet in front of the principal building. (11-4-8, D, 1)

The front of the principal structure is determined by the orientation of the building and not the legal front yard. (11-4-8, D, 1) Fences may not be constructed or installed so as to constitute a traffic or safety hazard. Fences in locations other than Industrial Zoned shall be permitted in any rear or interior side yard. (11-4-8, E)

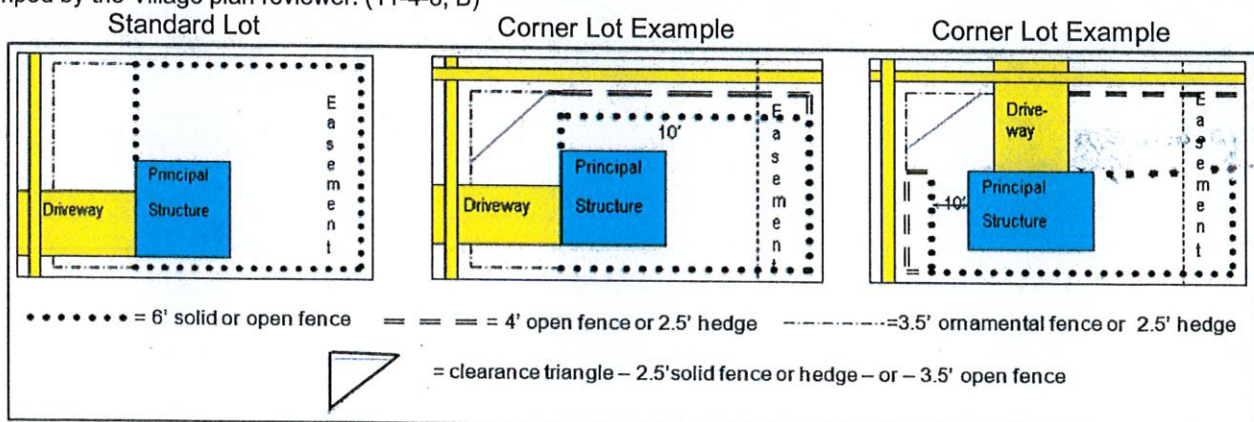
Corner lots: Fences are not to exceed a distance of ten (10) feet from an extension of the building line between such building and the lot line; except, on a through lot, a six (6) foot fence is permitted. On a through lot, a six (6) foot fence shall be permitted on the property line at the rear of the dwelling unit. (11-4-8, D, 1)

Privacy/closed fences must be installed with the bottom of the fence a minimum of one (1) inch above grade, for stormwater drainage. (11-4-8, K)

All fences shall have the finished face directed outward. (10-15-1) (11-4-8, F) However, the unfinished face may be oriented toward an alley. (11-4-8, F)

Fences may only be painted or stained a shade of white, black, gray, brown, or redwood. If a fence is painted or stained, it must be painted or stained the same solid color on all sides. (10-15-3)

Fences shall be installed in accordance with the approved construction plan and Plat of Survey as reviewed, approved and stamped by the Village plan reviewer. (11-4-8, B)



Fences require a final inspection. A 24 hour advanced notice is required prior to all inspections. The appointment for this inspection can be scheduled by calling the Department of Community Development at 630-260-6030.

I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all the regulations contained herein.

Signature _____

Date _____

Rev. 05/2020



EASEMENT ENCROACHMENT AGREEMENT

We, the undersigned, do hereby depose and say that we are the true owners of the property having a common address as shown below. We understand that an easement upon and across said property has been granted as shown on the legally prepared plat of survey in our possession.

Property Address: _____, Glendale Heights, IL

We acknowledge that this property is required to comply with section 12-4-2 of the Glendale Heights Village Code, including, but not limited to the following:

No buildings or structures shall be constructed on or over a utility or drainage easement. The property owner shall be responsible for the maintenance of the easements.

In consideration of the issuance of a building permit to construct a _____ on said easement in the location shown on said plat of survey, we agree as follows:

- 1) The encroachment herein acknowledged does not, under any circumstances, abrogate nor nullify the rights and interests of the Village of Glendale Heights in and to said easement herein above described; and
- 2) The owners in title, its successors and assigns save and hold harmless the Village of Glendale Heights and any other persons with an interest in such easement from any liability that should accrue in the event that any public utility company or the Village of Glendale Heights should find it necessary to remove any property, real or personal, from said easement for the purpose of inspection, or repair of any utilities located within or in proximity of said easement, either above or below the surface. It is specifically understood that the Village of Glendale Heights (and/or any other public utility which is entitled to make use of the public utility and drainage easement) shall not be responsible for damage, replacement, or restoration of any structure or building located within said easement.
- 3) The owner(s) shall be held responsible for correcting any damage or reimbursing the Village for any repair work that becomes necessary as a result of the construction and maintenance of the structure.

Property Owner Name (Printed)

Property Owner Signature

Date

Village of Glendale Heights Official Use:

Date Received: ____/____/____

Received by: _____
(Print Name)

Initials: _____



Community Development Department

300 Civic Center Plaza, Glendale Heights, Illinois 60139

Main: 630-260-6030, FAX: 630-260-1317

Email: permits@glendaleheights.org

CONTRACTOR REGISTRATION APPLICATION

REGISTRATION INFORMATION

REGISTRATION TYPE:

☐ NEW REGISTRATION

☐ RENEW REGISTRATION

TRADE(S):

- ☐ ASPHALT ☐ CARPENTRY ☐ CONCRETE ☐ ELECTRIC ☐ FENCE
☐ FIRE PROTECTION ☐ GENERAL CONTRACTOR ☐ HVAC / MECHANICAL
☐ LANDSCAPE ☐ PLUMBING ☐ ROOFING ☐ SIGN ☐ SOLAR ☐ UTILITY
☐ WINDOW ☐ OTHER / SPECIALTY _____

COMPANY AND APPLICANT INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____

APPLICANT NAME: _____

PHONE: _____

APPLICANT ROLE:

☐ OWNER

☐ EMPLOYEE

☐ AGENT

EMAIL: _____

ADDITIONAL APPLICATION REQUIREMENTS

1. Provide a \$20,000 surety bond for every contractor registration application. *Plumbing exempt.
2. Payment of fee. Contractors = \$75.
3. For Plumbers, Roofers and Fire Protection contractors, provide a copy of active and up-to-date State of Illinois license. For Electricians, provide a copy of active and up-to-date license issued by approved municipal corporation.
4. The above listed contractors shall have registration fee waived.

I do hereby attest that the information provided is true and accurate to the best of my knowledge.

APPLICANT SIGNATURE: _____

DATE: _____

FOLLOWING PAGES
FOR APPLICANT

DO NOT RETURN
WITH APPLICATION

Mission Statement

The Glendale Heights Department of Community Development strives to provide professional assistance in planning, development and construction by adopting and enforcing current codes and standards in a uniform and unbiased manner, in order to establish and maintain a safe, healthy and attractive community for all residents and business owners.

Permit Checklist

- ☐ Permit application
- ☐ A plat of survey showing the proposed location of the fence
- ☐ Type and height of the fence
- ☐ A letter of approval from home owner association, if applicable
- ☐ Name and address of licensed and bonded contractor installing the fence.
- ☐ Call J.U.L.I.E. 1-800-892-0123

Your permit will not be processed without all of the above items. Please allow a minimum of ten (10) working days for permit review.

Final Note

Please remember that once installed, your fence is required to be kept maintained. Painted fences are expected to be maintained with a proper surface coating, free from loose and flaking paint chips. Growth of tall grass and weeds need to be maintained on both sides of your fence. Damaged or worn components of the fence require proper replacement or repairs.

FENCES

Residential Fences
Building Permit Requirements
Applicable Building Codes
General Regulations
Inspections
Visual Key Diagram
Permit Check List

VILLAGE OF GLENDALE HEIGHTS
**DEPARTMENT OF
COMMUNITY
DEVELOPMENT**

300 Civic Center Plaza
Glendale Heights, IL 60139
(630) 260-6030
(630) 260-1317 fax
comdev@glendaleheights.org



Residential Fences

A fence defines a property owner's boundaries, provides a certain level of protection and privacy. With proper planning, your fence can be a long lasting and enjoyable asset to your property. This brochure is intended to assist you with your plans for building a fence. Please remember, prior to any excavation, you are required to contact J.U.L.I.E. at 1-800-892-0123 to mark all underground utilities.

Building Permit Requirements

Permits are required and must be obtained prior to the construction of a new fence. To apply for a building permit, please bring the following to the Department of Community Development.

1. Completed building permit application.
2. A plat of survey showing the proposed location of the fence and distance to all lot lines and easements.
3. A complete description of the fence, including type and height.
4. Name and address of the contractor installing the fence. Contractors are required to be licensed and bonded with the Village of Glendale Heights, prior to any permits being issued.
5. If you reside in a development governed by a homeowner association, you are required to obtain a letter of approval from the association.

Residential Fences

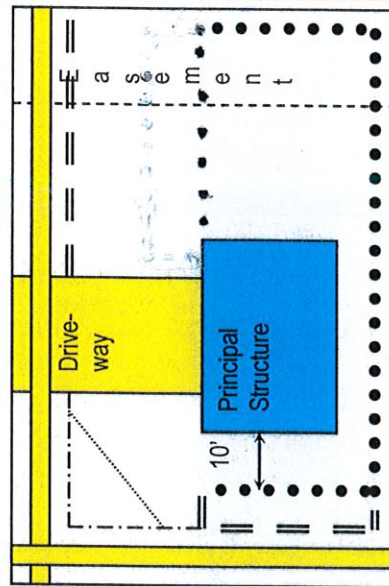
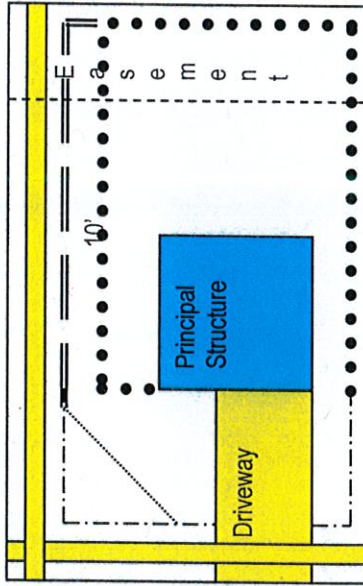
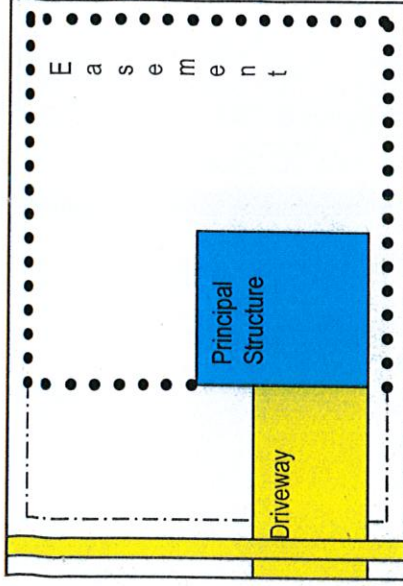
All fences shall comply with the Village of Glendale Heights Zoning Regulations and the Village Code.

General Regulations

1. Cyclone or wood fences must be constructed of an approved permanent material. No fence or wall is permitted that is electrified, or that contains broken glass, barbed wire or other material reasonably calculated to do bodily harm.
2. All fences are required to have the finished side facing out.
3. The maximum height of any fence is six feet.
4. Ornamental fencing placed in front of the principal building may not exceed a height of 3.5 feet. Hedges may not exceed a height of 2.5 feet in front of the principal building.
5. Postholes must be a minimum of 24 inches deep.
6. Privacy fences must be installed with the bottom of the fence a minimum of 1 inch above grade, for drainage.
7. Dog runs shall be constructed of open fencing, and are not to exceed 8 feet in total height and not more than 50 feet in total length, on any side. The dog run must be located at least 10 feet from all lot lines.
8. An easement agreement is required to be signed if you are installing a fence on a drainage or utility easement.

Inspections

Fences require a final inspection. A 24 hour advanced notice is required prior to all inspections. The appointment for this inspection can be scheduled by calling the Department of Community Development at 630-260-6030.



- = 6' solid or open fence
- == == = 4' open fence or 2.5' hedge
- - - - - = 3.5' ornamental fence or 2.5' hedge
- △ = clearance triangle - 2.5' solid fence or hedge - or - 3.5' open fence