

Village of



Building/Planning Division  
419 Richmond Road  
Kenilworth, IL 60043

Phone: 847-251-1666, ext. 5253  
Fax: 847-251-3908  
Email: [Community@vok.org](mailto:Community@vok.org)

## Fence Permit Information

### What to Submit

- Permit Application
- Detailed Scope of Work / Contractor Quote
- Detailed Site Plan / Plat of Survey
- Tree Preservation Plan

### Inspections

Inspections are scheduled for a.m. or p.m. Monday through Friday. Inspections must be requested by 4 p.m. the day before the requested inspection day by calling 847-251-1666. Same day re-inspections are not available.

### Required Inspections

- Post Hole Pre-pour
- Final
- Any other inspection identified as necessary by the plan reviewer

### Costs

- **Permit Fee:** 3% cost of construction; \$15 minimum
- **Escrow:** 25% of construction cost up to \$2,500 refunded upon completion of project/ final inspection



### Notes

#### **Permitted Fence Height:**

- Front or Side Yard Abutting a Street: 4'
- Side or Rear Yard: 6', shall not exceed, at any point, the highest point of any existing fence along the same lot line on an adjacent lot unless the owner of the adjacent lot provides written consent.

Any questions? Contact our Building/Planning Division at 847-251-1666 ext. 5253 or [Community@vok.org](mailto:Community@vok.org).

**\*\*Call J.U.L.I.E. (800-892-0123) before digging\*\***

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## Checklist

Required Documents		Document Attached
• Permit Application		
• Detailed Scope of Work / Contractor Quote		
• Detailed Plat of Survey		
• Tree Preservation Plan		
○ Indicate on plans if trees are located within 15 feet of proposed work		
Other Items to Note		
• Required Inspections		
○ Post-hole Pre-pour		
○ Final		
* Any other inspections deemed necessary by the plan reviewer		
Adopted Building Codes		
• 2015 International Residential Code	• 2015 Illinois Energy Conservation Code	
• 2015 International Building Code	• 2015 International Existing Building Code	
• 2014 Illinois Plumbing Code	• 2015 International Swimming Pool and Spa Code	
• 2014 National Electrical Code	• 2012 International Property Maintenance Code	
• 2015 International Mechanical Code	• 2015 International Fire Code	
• 2015 International Fuel Gas Code	• 2015 NFPA 101 Life Safety Code	

# VILLAGE OF KENILWORTH APPLICATION FOR FENCE PERMIT

Building/Planning Division | 847-251-1666 | [community@vok.org](mailto:community@vok.org)

Date: \_\_\_\_\_, 20\_\_\_\_

Application is hereby made for a permit to erect a \_\_\_\_\_

Please attach a current Plat of Survey and mark the location of the proposed fence and other structures on the lot, and for a side or rear yard fence, show the location, material and height of any existing fence along the same property line on an adjoining lot. Attach a copy of the Fence Company's Proposal or Work Order.

**Address** \_\_\_\_\_

**Dimensions of Fence** – Height \_\_\_\_\_ (feet) Length \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Side or Rear Fences - No fence along the side or rear shall exceed the height of any existing fence along the same property line unless the owner of the adjacent lot gives written consent to construct a higher fence.

**Is there an existing fence along the side or rear on an adjacent lot? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

If "yes," what is the height? \_\_\_\_\_. **If "yes," please attach written consent from the owner of the adjacent lot if you propose to construct a higher fence.**

Kind of Material \_\_\_\_\_. If constructed of wire, wire mesh, or similar materials, please describe plans for natural screening to minimize visibility of the fence from public ways (streets and alleys) during all seasons:

<b>Owner</b>	_____	<b>Address</b>	_____	<b>Telephone</b>	_____
<b>Fence Company</b>	_____	<b>Address</b>	_____	<b>Telephone</b>	_____
<b>Landscaper</b>	_____	<b>Address</b>	_____	<b>Telephone</b>	_____

*(If applicable)*

**Please check the applicable regulation/item below:**

**Finished Side**

- The "Finished Side" of the fence will face toward an abutting street or public way (alley)
- The "Finished Side" of the fence will face toward an adjoining private property
- The "Finished Side" of the fence will not face toward an adjoining private property because there is already an existing fence on the adjoining property

**Gate**

- Manual
- Mechanical

**Trees**

- Post-hole digging done by hand
- Trees within 15' of work marked on survey

In consideration of the granting of the permit the owner hereby agrees to design and construct the fence to be compatible with the appearance and character of the neighboring properties and to construct the said fence in accordance with plans and specifications submitted herewith, and in strict compliance with the description set forth in this application and with all the provisions of the Kenilworth Zoning Ordinance and all other ordinances of the Village of Kenilworth and with the provisions of the permit.

Checked By: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Permit Authorized: \_\_\_\_\_ Owner's Representative: \_\_\_\_\_

*Building Commissioner Signature*

Permit Issued (Date): \_\_\_\_\_ Print Name: \_\_\_\_\_

Permit#: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_