

**FENCE PERMIT
APPLICATION CHECKLIST
MINIMUM REQUIRED DOCUMENTS FOR**



CITY OF DALLAS

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days after notification may result in your application being delayed and eventually discarded. A new application, the original application, complete plans and a new checklist will be required for re-submittal for plan review. This re-submittal will be treated as a new application and will be processed in the order of receipt. Complete the information checklist sheet.

- Note:**
- A fence permit is required to erect a fence or wall over four (4) feet in height in a required front yard setback, or over six (6) feet in height when located elsewhere on the property.
 - If over nine (9) feet - see 6B.
 - Flood plain areas and special zoning areas called Planned Development Districts, Historic Districts and Conservation Districts may have unique requirements for fences.
 - The height of any fence shall be measured per §51A-4.602 (a)(5).

1. I am applying for a; Residential Fence, **or** Commercial Fence (structure)
2. Complete permit application
3. Two copies of site plan drawn to scale showing the location of the fence or wall and all gates, including fire lanes and easements.
4. All drawing documents submitted for review must be drawn to scale and have a minimum text size of 3/32" & up to a maximum drawing sheet size, "E", (36" x 48").
5. A. Fence does not exceed the maximum height provisions of the Dallas Development Code.
OR
B. Fence exceeds the maximum height provisions of the Dallas Development Code and has been granted a special exception by the Board of Adjustment. Provide letter of approval from board.
6. A. Fence is nine (9) feet in height and under, and is of sufficient strength to support its own dead load and to resist overturning,
OR
B. A Fence over nine (9) feet in height is considered a structure and must be designed by a State of Texas registered Professional Engineer (Seal and signature required on plans). The fence must also meet setback requirements. Note: Will need Board approval; apply for a "Fence Height Special Exception".
7. Fence will not be a visibility obstruction as defined in the Dallas Development Code.
8. Fence will not obstruct fire lane access, hydrant access or utility meters and cannot be in easements. (Must obtain written permission to be in easements)

Additional information required by the Building Official necessary for issuance of the permit may be requested. (Ordinance No. 26029)

I _____ have read the above information and acknowledge that all required
(Please Print)
documents have been provided.

Signature _____

Date _____

NOTE: Staff Cannot Accept Incomplete or Illegible Documents