



# VILLAGE OF BURR RIDGE

## PROCEDURES FOR BUILDING PERMIT

### Residential Fence

The Village of Burr Ridge Zoning Ordinance regulates all fences in the Village. ***A permit is required for all fences in the Village of Burr Ridge.***

**The following is a checklist of requirements for a fence permit application:**

**Permit Application;** A permit application (attached) must be completed and submitted to the Village. Any authorized representative of the property owner may be the applicant. However, the property owner must sign the permit application or provide written consent for another party (e.g. the contractor) to act as the permit applicant.

**Required Plans:** In addition to the application, all fence permit applications must be accompanied by the following information:

- One copy of a Plat of Survey of the property;
- Three (3) copies of a fence elevation, photograph or manufacturer's specification indicating the height, spacing of pickets or other horizontal and vertical members, other design details, materials and typical footing/foundation cross section;
- Three (3) copies of a site plan (or marked Survey) showing the location of the fence.

Plans must be drawn to scale and provide all vertical and horizontal dimensions of the fence and its design features.

**At the time of permit issuance, the applicant is responsible for the following:**

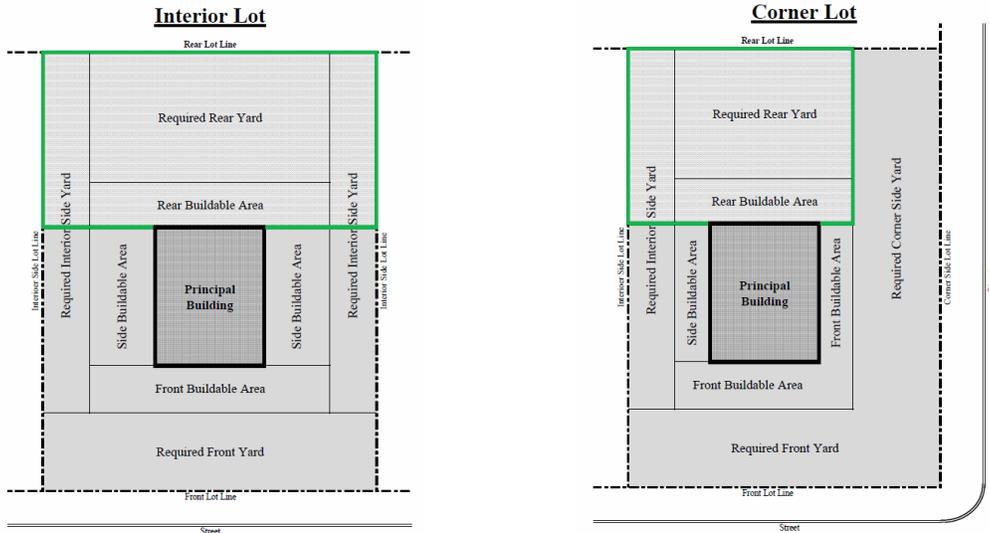
1. A permit fee of \$50.
2. If there are any deviations from the approved plans, the applicant must contact Village staff to review and approve changes before construction of the fence. Construction of a fence without a permit or not conforming to an approved permit is subject to a \$200 stop work order and a \$75 penalty fee.
3. Applicant must complete the construction of the fence according to the approved plans and call for a final inspection within six (6) months of the date the permit is issued or the permit may be deemed null and void.

**A word of caution...**residents should be aware that there may be restrictive covenants pertaining to your property which may prohibit or regulate fences - even if you do not have an active homeowners association. Covenants may be enforced through civil action by a Homeowners Association or by other residents in a subdivision. Covenants are in addition to zoning regulations (the more restrictive of the two would apply). The Village does not enforce nor does it retain copies of covenants. A copy of your covenants should have been provided to you when you purchased your home. Your property title should reference a document number for any covenants. That number can be used to obtain a copy of the covenants from the County Recorder.

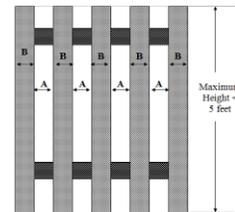
# Regulations for Residential Fences

## Village of Burr Ridge Zoning Ordinance – Section IV.J

- Fences in residential districts shall be **not more than five feet in height** measured from the ground level at the lowest grade level within five feet of either side of the fence.
- Fences shall be permitted, unless otherwise provided herein, along the rear lot line and along the side lot lines extending no further toward the front of the lot than the rear wall of the principal building on the lot. Except, however, on corner lots such fences shall extend not nearer to the corner side lot line than the required corner side yard setback.



- All fence posts and all supports must face the interior of the property on which it is located.
- Chain link, solid, barbed wire and fences which are electrically charged to produce a shock when touched are specifically prohibited.
- All fences in residential districts shall be open fences as defined by Section XIV. Open fences are defined as a fence, including gates, which has, for each one foot wide segment extending over the entire length and height of the fence, 50 percent of the surface area in open spaces which afford direct views through the fence.



“A” must be equal to or greater than “B”

**Fences for Swimming Pools;** In-ground swimming pools must be enclosed with a fence that is 4 to 5 feet in height. Openings in the fence may not pass a 4 inch diameter sphere through the spaces. The clearance between the ground and the bottom of the fence may not exceed 2 inches. Fences must have 50% of the surface area in open spaces as defined above. Access gates shall open outward away from the pool and shall be self-closing and have self-latching devices. The release mechanism of the self-latching device shall be located 54 inches above the bottom of the gate. When the 54 inch height requirement for latching devices cannot be accommodated, the release mechanism shall be located on the pool side of the gate, 3 inches below the top of the gate, and the gate shall have no opening greater than one-half inch within 18 inches of the release mechanism.



# VILLAGE OF BURR RIDGE

## APPLICATION FOR BUILDING PERMIT

### Single-Family Residential

**APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:**

- New Residence—\$1000 Deposit   
  Addition —\$600 Deposit   
  Alteration—\$200 Deposit   
  Accessory Structure—No Deposit  
 Accessory Building – With Electrical, Mechanical or Plumbing (EMP) - \$200 Deposit   
  Accessory Building – No EMP – No Deposit  
 Electrical, Plumbing or Mechanical Alteration or Service Upgrade -No Deposit   
  Other – Deposit to be determined

Description:

\$  Deposit Due at Time of Application

Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:	PIN #:
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*All permit applications must be accompanied by a Plat of Survey and 4 sets of plans for all proposed improvements.*

Permit Applicant:	
Applicant's Address:	Business Phone:
	Cell Phone:
	FAX:
	Email:

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

General Contractor: Address:	Email:
	Phone:
Architect: Address:	Email:
	Phone:
Property Owner: Address:	Email:
	Phone:

Please allow **14 business days for the first plan review and 10 for each subsequent review**. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant	Date of Submittal
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