



BUILDING DEPARTMENT
7900 Fitch Road, Olmsted Township, OH 44138
Phone Number: 440-235-4225
building@olmstedtownship.org

Application for Fence Permit

Building Department Hours

Permit No. _____

8am to 3pm Monday through Friday
440-235-4225

Date Issued _____

Instructions for Fence Permit

- Complete the attached application and site plan (pg. 2). **Incomplete applications for a fence permit will not be accepted.**
- No fence or wall shall be erected or constructed within the Township higher than six (6) feet above the finished grade.
- Fences (or walls) in front yards are prohibited with the exception of a decorative fence. A decorative fence may not be higher than three (3) feet.
- Any fence or wall erected is required to have a smooth or finished surface facing the property line, and posts must be placed on the inside of the fence.
- No fence shall be erected which may cause danger to traffic on a street or public road by obscuring the view.
- All fences must be properly erected, supported, braced and maintained. The Township inspector must inspect the postholes before the work begins on construction of the fence. Post holes shall be 36" or greater.
- Fence shall not be erected in utility easement or drainage swale. If erected in swale or easement you will be required to remove fence at your own cost.
- **No back-to-back fences are permitted.**
- **HOA approval must be attached to this application, if applicable.**

The Building Commissioner may permit exceptions to the fence and wall restrictions where it finds such exceptions to be necessary for the protection of the public peace, health or safety, and that such exceptions will not adversely affect the use, enjoyment or value of neighboring property.

Section 1-General Information

PLEASE PRINT OR TYPE

Date: _____

Address of Installation Site: _____

Owner's Name: _____ Phone: _____

Owner's Address: _____

Contractor: _____ Phone: _____

Email: _____

Olmsted Township, OH 44138

Section 2-Description of Project

1. Style & material of fence? _____
2. Does finished side of fence face adjoining neighbor? Yes No
3. Is the fence in a side yard? Yes No
4. Is the fence in the rear of the yard only? Yes No
5. What is the height of the fence? _____
6. Does the fence have at least one gate or opening, minimum of 36 inches in width, to permit emergency access to the rear of the property? Yes No
7. Is the property a corner lot? Yes No
8. Is the fence a decorative fence in the front yard? Yes No
9. Estimated job cost: _____

Section 3- Site Plan

Topographical maps (TOPO's) are available upon request. Please email building@olmstedtownship.org,

ATTN: TOPS Request

All Questions Must be Answered on Topographical map:

1. Draw property lines & indicate lot size.
2. If lot is shaped differently than drawing, please draw lot correctly.
3. Show location of existing buildings.
4. Show location of existing fencing.
5. Show location of proposed fence (include height, length, materials, distance from property lines).
6. Show location of easement, if any, and attach plot plan if available.
7. Variance approval is required for all easement installations.
8. All information must be supplied or plans will not be reviewed.
9. Email or call 48 hours in advance for posthole and final inspections.
10. Caution should be used when installing fence on the lot line. Property survey is recommended.
11. Lot Lines should be clearly marked by Paint/Flags/Line, verified by Metal Pins.

Contractor is required to schedule a post hole inspection before any concealment. By signing the application, the applicant certifies that the installation will comply with the regulations of the Olmsted Township Building Code and State Codes. Lot lines will be clearly marked prior to post hole inspection. Post holes will not be inspected unless the lot lines are clearly marked.

TO THE BUILDING COMMISSIONER: This application is submitted for a permit to erect, add to, alter or repair a structure as described in this application and any drawings which accompany it. The acceptance of the permit shall be considered an agreement on the part of the applicant or his agents to comply with the Building and Zoning codes of the Township of Olmsted Township, or other orders, requirements or specifications slated in the permit. In signing this application, the contractor or owner's agent certifies that the work is authorized by the owner or record.

Applicant's Signature _____

Print Name _____

Date _____

Email where permit should be sent: _____

Applicant is: Owner Contractor Owner's Agent