



# FENCE PERMIT – FREQUENTLY ASKED QUESTIONS

## **What is a fence permit?**

A fence permit is needed to construct a barrier of any material designed to enclose or screen an area of land. This application applies to all residential, commercial and industrial fences adjacent to right of way, open spaces (public and private), parks (public and private), trails and sensitive areas.

This permit type needs an administrative decision made by the City staff for approval. No public notice or hearing is required (Type I permit).

## **When is a fence permit required?**

A permit is required for new fences and relocations adjacent to right of way, open spaces (public and private), parks (public and private), trails and sensitive areas.

Permit fence applications shall include a site plan drawn to scale indicating property lines, easements, abutting rights-of-way, adjacent driveways, location and height of fence and all structures including fire hydrants and power poles within 10 feet of proposed fence.

A Fence Permit is a no fee permit.

## **What do I need to know to fill out a fence permit application?**

A. You need to know where your property lines are. ***The City cannot tell you where your property lines are. You may need to have a survey done.***

B. You need to know what type of fence you want to build, where you want to build it and where you would like your gates?

## **How tall can my fence be?**

In residential zoning districts, fences may be constructed to a maximum height of four feet in front yards and six feet on the sides and rear of a lot.

In mixed use and commercial zones, fences may be constructed to a maximum height of six feet.

## **What is the process for approval for a fence permit?**

1. First, City Staff will review your application using this checklist. An incomplete application will not be accepted or processed.
2. Once the application is complete, City Staff will check to see if you meet the requirements for a fence permit.
3. Your fence permit will be issued and you will be notified.
4. You have 180-days to finish building your fence and call for final inspection. 180-day extensions may be granted if requested in writing.

## **Can the approved fence permit expire?**

Yes, the permit will expire in 180-days if you have not completed your fence. A one-time extension may be granted, if requested in writing.

**What happens if the fence permit is denied by City staff?**

You can file an appeal in accordance with DMC 14.08, Permit Processing (Type 1 Permits).

**Can I submit electronic copies of application materials?**

Yes. You may e-mail [planning@duvallwa.gov](mailto:planning@duvallwa.gov) or turn in a CD or Jump Drive with your application forms on it.

**Can I change the design of my fence after it has been submitted and approved by the city?**

Yes. Contact City Staff to make sure that the proposed changes are allowed. If major changes are being made, a new permit may need to be issued.

**Where can I get additional information?**

[https://library.municode.com/wa/duvall/codes/code\\_of\\_ordinances?nodeId=CO\\_TIT14UNDERE\\_CH14.64ADDEST\\_14.64.180FE](https://library.municode.com/wa/duvall/codes/code_of_ordinances?nodeId=CO_TIT14UNDERE_CH14.64ADDEST_14.64.180FE)

## New Permit Requirement for Fences Adjacent to Rights-of-Way

Beginning October 1<sup>st</sup>, new fencing and relocations will require a permit. This requirement applies to fencing located adjacent to right of way, open spaces (public and private), parks (public and private), trails and sensitive areas in all zoning districts.

The fence permit is a **no fee** permit and will be reviewed and approved by the Planning Department. Fence applications shall include a site plan, a recorded survey and copies of the proposed design. To apply, fill out your application and send your materials via email to [planning@duvallwa.gov](mailto:planning@duvallwa.gov) or via mail to City Hall Attn: Planning PO Box 1300 Duvall, WA 98019