



FENCE PERMIT AND INSPECTION REQUIREMENTS

Permit Applications

- **All new fencing and all work on existing fences require a permit. *Exception: Pickets may be replaced without obtaining a permit if the new pickets are of the same material, size, and height as those being replaced.***

Permit Requirements

1. Two copies of the site plan clearly marking where the fence will be built. This can be marked either by highlighting the area where the fence is to be placed or by marking with "X"s where the fence will be constructed.
2. The date; address; subdivision, lot, and block; homeowner and contractor name, address, and phone number; estimated fence value; septic layout design (if home is on septic); description of fence, including the maximum height, fence material, fence post material, rot board height (if applicable), and retaining wall height (if applicable); and a signature from the permit applicant.
3. If the fence is being constructed by someone other than the homeowner, the contractor must apply for the permit and be registered with the Town as a general contractor.
4. If concrete or stone columns will be installed, stamped engineered plans of the piers and the columns design must be provided.
5. **The fence permit application must be completed, including the panel detail. The panel detail drawing is located on the fence permit application.**

*Incomplete applications will not be processed.

Payment

- Payment is due when you pick up your permit. The Permit Specialist will notify you when the permit has been reviewed and is ready to issue.
- Fence Permit fee is \$60.00.

Approval Time

- 3-5 business days (if septic approval is required, sometimes longer).
- Fence permits expire 60 days after the permit is issued.

Inspection Requirements

When the project is completed, you **MUST** call in for a Fence Final Inspection. This inspection must be scheduled through our Interactive Voice Response System (IVR). The inspection line phone number is located on the back of your permit. You may call the IVR line up to 7:30 a.m. for a same-day inspection. All inspections called in after 7:30 a.m. will be scheduled for the next business day. You will need to enter your contractor access code (supplied to you when you registered), your permit number, and the proper inspection code when calling an inspection. The fence final inspection code number is 24. The permit packet must be posted on the fence facing the street, and the inspector will leave an inspection ticket in the packet bag after the inspection is completed. All inspections should be called utilizing a land line. Using a mobile phone is discouraged due to signal concerns.

Re-inspection Fees

A re-inspection fee may be assessed for the following reasons:

- a) Inspection called for is not ready.
- b) Town-approved plans and permit not on job site.
- c) An inspection is disapproved twice for the same reason.
- d) Fence is not as approved on permit.

* **A double permit fee and/or citation will be assessed/issued if work has been started without a permit.**

FENCE REQUIREMENTS:

Residential Fences:

Front Yard:

- a) No fence or wall within a required front yard shall exceed four feet (4') in height above the adjacent grade (except in "A" Agricultural District)
- b) In the "A" Agricultural District, front yard fences shall not exceed four feet (4') in height above the adjacent grade, unless it is barbed wire or metal/wire livestock fencing, which shall not exceed five feet (5') within a required front yard.

Keylots:

- a) A "keylot" is defined as a lot platted with two front yards that can be addressed from either street. Both sides are considered front yards regardless of the way the house faces, and fencing should not exceed four feet (4') in height in front of these building lines.

Visibility Clip:

- a) Visibility clips on intersections of residential streets shall maintain a 25' X 25' visibility from the Right-of-Way (ROW). Other street intersections, such as collectors and arterials, have a 30' X 30' visibility requirement.

Back Yard & Side Yards:

- a) Maximum rear and side yard fencing shall not exceed eight feet (8') in height above the adjacent grade.

Park, Trail & Open Space Areas:

- a) Fences and walls constructed adjacent and parallel to dedicated park, trail, or open space areas shall consist of wrought-iron or tubular steel. Said fences and walls should be a minimum of four feet (4') in height and may be required to have masonry or stone columns measuring a minimum of 24" x 24" with monolithic tops. See Section 5.06(e) in the Land Development Code for a more detailed explanation.

All perimeter fencing must be constructed using the following criteria:

Perimeter fence: means any fence as defined for the purposes of this article that is adjacent to an arterial or collector road as defined in the town's thoroughfare plan, and does not meet the requirements of Section 98-821 Perimeter Screening. This definition does not include any fence allowed under the Town's Urban Design Plan or any five-foot fence allowed under Section 98-1142(b).

Section 14-542. Perimeter Fence Standards

Any perimeter fence found to be in violation of subsection 14-541(3) must be repaired or replaced, as applicable, in conformity with the standards set forth below. In addition, any new perimeter fence shall be constructed in conformity with the standards set forth below. Perimeter fence repair, replacement and construction must meet the following minimum standards:

1. Fences shall be a minimum of six-feet (6') in height and a maximum of eight-feet (8') in height. The height of the fence shall not extend above any masonry column. The style of the fence shall be board on board, with a nominal size one by four (1"x4") trim board at the top of the fence. Fences located within front yard setbacks must be constructed of tubular steel and may not exceed four-feet in height.
2. All vertical posts shall be two-and-three-eighths-inch (2-3/8") minimum outside diameter, .095 gauge galvanized metal. Vertical posts shall be spaced at no greater than eight-feet on center, set a minimum of eighteen-inches (18") deep into two-foot (2') deep, ten-inch (10") diameter concrete post footings.
3. For a six-foot (6') tall fence, a minimum of three (3) rails shall be used. For an eight-foot (8') tall fence, a minimum of four (4) rails shall be used. The fence pickets shall be attached to the horizontal rails running from vertical post to post as described in paragraph 4 below. The size of the rails shall be no less than nominal size two-inches by four-inches (2"x4") and shall

be bolted to steel posts with noncorrosive metal anchor straps and one-fourth inch (1/4") noncorrosive bolts or screws.

4. All nails or fasteners shall be of non-rusting, non-corrosive metal such as hot-dipped galvanized steel. All nails or fasteners shall be of the type (such as screw shank, ring shank, or divergent-point staples) that when properly driven, will not work free due to wind vibration, or shrinkage of members.
5. All materials shall be securely fastened, vertical pickets to horizontal rails, rails to vertical posts, trim board to top rail, to ensure an ongoing attractive appearance and safe condition, free from rot, rust, vandalism, and other sources of decay.
6. The bottom of the fence shall be designed to prevent ground to picket contact. A nominal size two-inch by six-inch (2"x6") kick board shall be used to cover the gap between bottom of pickets and ground. This kick board may have ground contact; however, the kick board may not impede drainage patterns or create a gap of more than two-inches (2") above grade.
7. Posts and rails must be placed on the inside of the fence so that they are not facing a street.
8. The perimeter wood fence shall be constructed with pre-stained western red cedar in medium brown color or composite material in redwood color. Composite material is produced by combining wood fiber and polyethylene plastic, whereby the plastic encapsulates the wood.

Pool Fences:

1. The top of the barrier must be at least forty-eight inches (48") above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between the grade and the bottom of the barrier must be two inches (2") measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance at the bottom of the barrier may be increased to four inches (4") when grade is a solid surface such as a concrete deck, or when the barrier is mounted on the top of the aboveground pool structure. When barriers have horizontal members spaced less than forty-five inches (45") apart, the horizontal members shall be placed on the pool side of the barrier. Any decorative design work on the side away from the swimming pool, such as protrusions, indentations or cutouts, which render the barrier easily climbable, are prohibited.

Exceptions:

- a) When the top surface of any horizontally run member is at least 45 degrees, when measured from the horizontal, such members are not required to be at least forty-five inches (45") apart.
 - b) When the barrier is an existing fence located adjacent to private property, horizontal members that are less than forty-five inches (45") apart are not required to be placed on the pool side of the barrier.
2. Opening in the barrier must NOT allow the passage of a one and three-quarter inch (1-3/4") diameter sphere.

Exceptions:

- a) When vertical spacing between such openings is forty-five inches (45") or more, the opening size may be increased such that the passage of a four inches (4") diameter sphere is not allowed.
 - b) For fencing composed of vertical and horizontal members, the spacing between vertical members may be increased up to four inches (4") when the distance between the tops of horizontal members is forty-five inches (45") or more.
3. Chain link fences used as the barrier must not allow the passage of a 2-1/4" diameter sphere.
 4. Access gates must comply with the requirements of Items 1-3 listed above. Pedestrian access gates shall have a self-latching, self-closing device. The self-latching device will be located 54" from the bottom of the gate.
 - A. The release mechanism must be located on the pool side of the barrier at least 3" below the top of the gate, AND
 - B. The gate and barrier must have no opening greater than 1/2" within 18" of the release mechanism.

5. Pedestrian gates must swing *AWAY* from the pool. Any gates other than pedestrian access gates must be equipped with lockable hardware or padlocks and must remain locked **at all times** when not in use.
6. Where an aboveground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps, then:
 - A. The ladder or steps must be capable of being secured, locked or removed to prevent access,
OR
 - B. The ladder or steps must be surrounded by a barrier which meets the requirements of Items 1-4.
 - C. When the ladder or steps are secured, locked or removed, any opening created must be protected by a barrier complying with Items 1-4.

Subdivision Walls and Retaining Walls: (Do not use the fence permit application. Use the standard building permit application. Fees will be based on the value of work being done. See the building permit fee schedule located in Appendix A of the Code of Ordinances.)

*****PLEASE CHECK WITH YOUR HOA OR DEED RESTRICTIONS REGARDING FENCE REQUIREMENTS, AS THE TOWN OF FLOWER MOUND DOES NOT ENFORCE THESE.*****