

City of Evanston – Building and Inspection Services Division

FENCE CHECKLIST

Submittal Documents:

- Building Permit Application (online using Citizens Portal)
- Copy of signed contract with construction cost (upload)
- A copy of the plat of survey reflecting current conditions to include property dimensions, location of existing buildings and proposed fence/gate locations marked on survey with series of X's. If plat of survey is not available, Zoning Division may be able to provide an aerial view of property with approximate property lines (upload)
- Contractor must be registered with the Building & Inspection Services Division

Approvals:

- Zoning Division
- Historic Preservation (if applicable)

Fees:

- \$20 for first 100'; \$6 for each additional 100' or fraction thereof
- \$70 inspection; additional inspections at \$70 per inspection

Inspection:

- Final – call 847 448-4311 to schedule – supply address and permit number

By procurement of a building permit, the applicant acknowledges the following Fence requirements:

- The finished side of the fence must face out towards residential properties or the street except when adjacent to an alley
- The applicant and owner are solely responsible for locating property lines
- The property may be subject to the provisions of the historic preservation ordinance
- A Right of Way (ROW) permit will be required if use of ROW (sidewalk, parkway) is needed during installation