

# FENCE PERMIT APPLICATION



CITY OF MIDDLEBURG HEIGHTS  
Building Department  
15700 Bagley Road  
Middleburg Heights, OH 44130  
Phone (440) 234-2218 • Fax (440) 234-9092  
E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)



## Property Owner Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

## Contractor Information

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

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## Instructions: Please answer and/or (initial) items that relate to your submittal.

Fence Type: \_\_\_\_\_ Total Linear Feet: \_\_\_\_\_ Height: \_\_\_\_\_

Estimated Construction Cost: \$ \_\_\_\_\_ Interior Lot \_\_\_\_\_ Corner Lot \_\_\_\_\_

Is the proposed fence next to any other fence? \_\_\_\_\_ If yes, how far away is the existing fence? \_\_\_\_\_

Does a side door exist on this house? **If yes**, the fence cannot extend further than 2 feet beyond the side door, and in no instance shall be located closer than 15 feet to the front building wall of the house. (\_\_\_\_)

All fences shall be installed so finished surface sides face toward neighboring properties. (\_\_\_\_)

All wood fences shall be treated with weather preservatives or painted and well maintained. (\_\_\_\_)

Property owner or Contractor is responsible for determining the location of property lines. (\_\_\_\_)

The Building Department is to be called for post hole and final fence inspections. (\_\_\_\_)

Fence posts shall be a minimum of 4"x 4". All stringer elements shall be a minimum of 2"x 4" and consist of 3 stringers for every 6 linear feet of fencing. Picket style fencing shall have a minimum 5/8" thickness picket element. Chain link fences shall be rubber or vinyl coated. (\_\_\_\_)

**Adjoining Property Owner Notification:** Applicant is responsible for providing adequate notice to any adjoining property owner where a new fence or fence extension is proposed. ***Please complete the backside of this application with signatures and drawing of proposed fence.***

**Adjoining Fence Placement:** Common property lines in any yard area shall have no more than one fence constructed between the two adjoining lots. If an applicant seeks to place a fence adjacent to an existing fence within 2 feet or less from the lot line, written approval from adjoining property owners is required. Should an adjoining property owner refuse to approve the proposed fence location, the fence must be at least 2 feet from the lot line.

Please draw a plot plan showing the location of the proposed fence to property lines, existing structures on applicant's property, and neighboring fences. Property plot plans can be viewed online at Cuyahoga County Auditor's website at <https://fiscalofficer.cuyahogacounty.us> – Real Property Information – Online Property Search. Should the property not resemble the layout shown below, please submit the layout as presented on the Auditor's website with markings as indicated above.



We, the undersigned adjoining property owners of \_\_\_\_\_  
 have no objections to the proposed fence and its location in relation to our property:

Name	Address	Signature
Name	Address	Signature
Name	Address	Signature
Name	Address	Signature
Name	Address	Signature

<b>Approved By:</b>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Building Commissioner</b> </div> <div style="width: 40%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>Date</b> </div> </div>
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