



## 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, the location and height of fence and all structures including fire hydrants and power poles within 10 feet of the proposed fence.

### If I am installing/replacing a fence before October 1<sup>st</sup>, do I need a permit?

A permit is not required if installation occurs prior to October 1st, 2021, however, the fencing requirements of [DMC 14.64.180](#) still apply. If you're installing a fence adjacent to a right-of-way or park, we highly recommend getting a survey done beforehand if you are not absolutely sure where your property lines are.

### If I have an existing fence that needs to be replaced, like for like, do I need to apply for a permit?

A permit will be required even if it is a "like for like" replacement. City staff will review that the requirements of [DMC 14.64.180](#) apply and will determine whether a survey is needed.

### What do I need to know to fill out a fence 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 and where you want to build it. Where are your gates? What materials are you using?

### How much will my permit cost?

This is a no-fee permit.

### How do I apply for a fence permit?

1. Get your application online at <https://www.duvallwa.gov/380/Land-Use-Applications> or email the planning department.
2. Submit your materials via email to [planning@duvallwa.gov](mailto:planning@duvallwa.gov), via mail to City Hall PO Box 1300 Attn: Planning, or drop at City Hall 15535 Main St NE.

**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.

**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.

**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 my application materials?**

Yes. You may email 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 with 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?**

[DMC 14.64.180](#) Fences