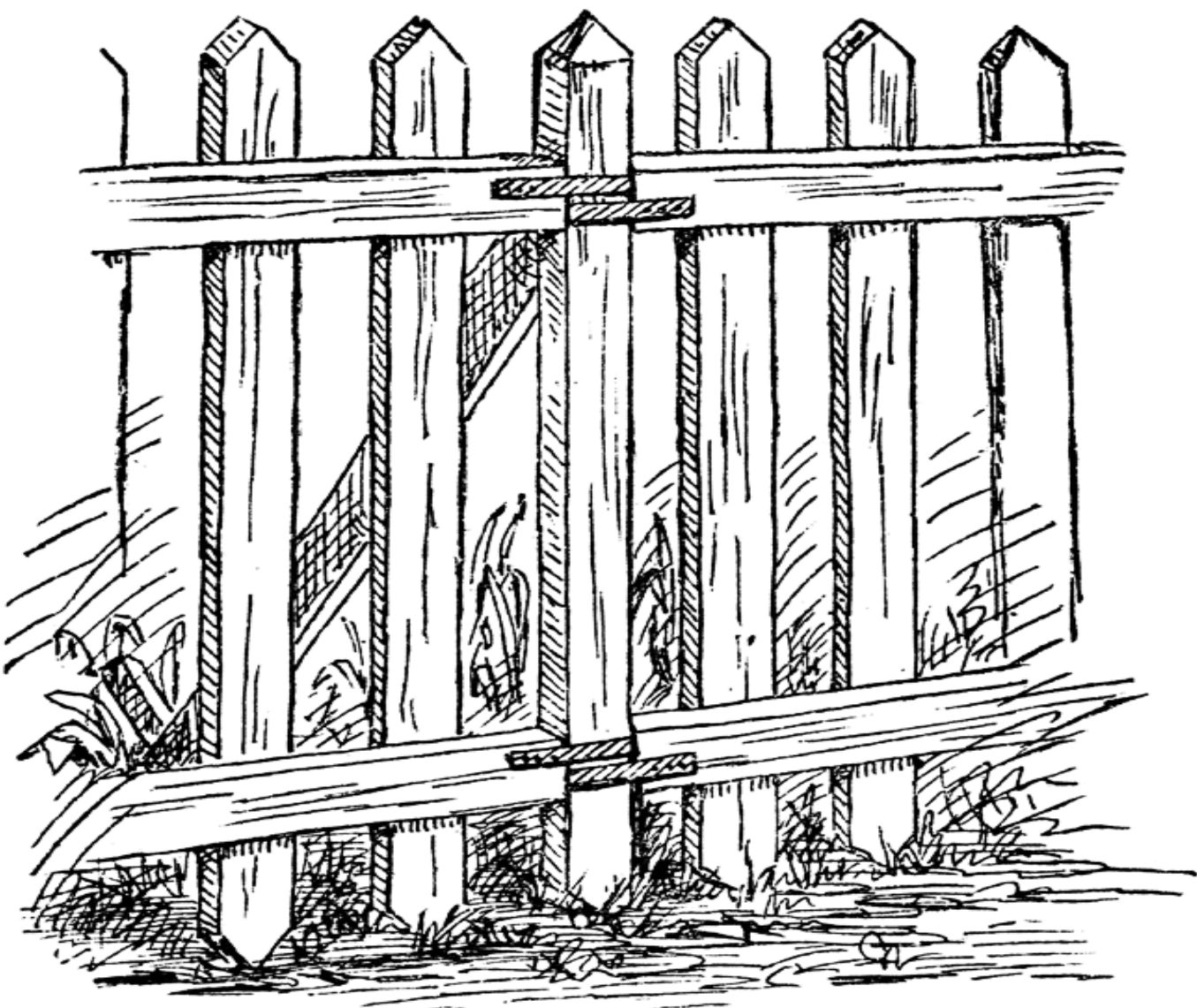


# Application Packet Type I-C

# Fence Permit



City of Sultan

COMMUNITY DEVELOPMENT DEPARTMENT  
319 Main St. Sultan, WA 98294  
Phone (360) 793-2231 Fax (360) 793-3344

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## 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.

The permit is need if the proposed fence is within 10 feet of any property line, right-of-way, street, alley, access easement, or driveway, or within 30 feet of any street corner. Before any construction is started, an approved permit from the city is needed. This permit type needs an administrative decision made by the City staff for approval. No public notice or hearing is required (It is a Type I permit).

### Why do I need a fence permit?

- A. So you can show your neighbors that you got a permit from the City, and that your fence is permitted.
- B. So you know that the type and location of your fence is allowed by code (15.08 SMC) and won't have to be changed if built as the permit says it should be.
- C. So that your fence doesn't block views at street corners or make sidewalks or property lines unsafe.

### What are the criteria for a fence permit? (SMC 15.08.020)

- A. Meets zoning code requirements;
- B. Access, design and public safety; and
- C. Allowed by the fence standards.

### 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.
- B. You need to know what type of fence you want to build and where you want to build it. Where are your gates? Where do you want high fences (5 or 6 feet) and where do you want low fences (3 or 4 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.
2. Once the application is complete, City Staff will check to see if you meet the requirements for a fence permit.
3. The City's goal is to issue you this permit the same day you apply. City staff will need a complete application to do this.
4. You have 180 days to finish building your fence and call for final inspection. 60-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 maybe grant if requested in writing.

**What happens if the fence permit is denied by City staff?** You may file an appeal at City Hall for a hearing before the hearing examiner. The appeal must follow requirements of the Sultan Municipal Code.

### What are the contents of this application packet?

- I. Frequently Asked Questions
- II. Sample Site Plan
- III. Application Submittal Checklist
- IV. Type I Permit Application

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**FENCE PERMIT - FREQUENTLY ASKED QUESTIONS (CONTINUED)**

**Can I submit electronic copies of application materials?** Yes. You may turn in a CD 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.

**Note:** This packet is to help you complete your application. The Sultan Municipal Code at Chapter 15.08 gives you more legal requirements.

**Additional Questions and Information:** If you have more questions please contact the Community Development Department, ask for the Permit Assistant, or stop by City Hall. Contact information is available at the top of each page.

You can read the standards for a fence permit online at [www.ci.sultan.wa.us](http://www.ci.sultan.wa.us), click on Sultan Municipal Code in the left column, and scroll down to Chapter 15.08.

**IMPORTANT:**

1. It is the applicants duty and responsibility to locate the fence on or within property line;
2. No work is to be done until a fence permit has been issued; and
3. If work is performed before the permit is issued, permit fees may double.

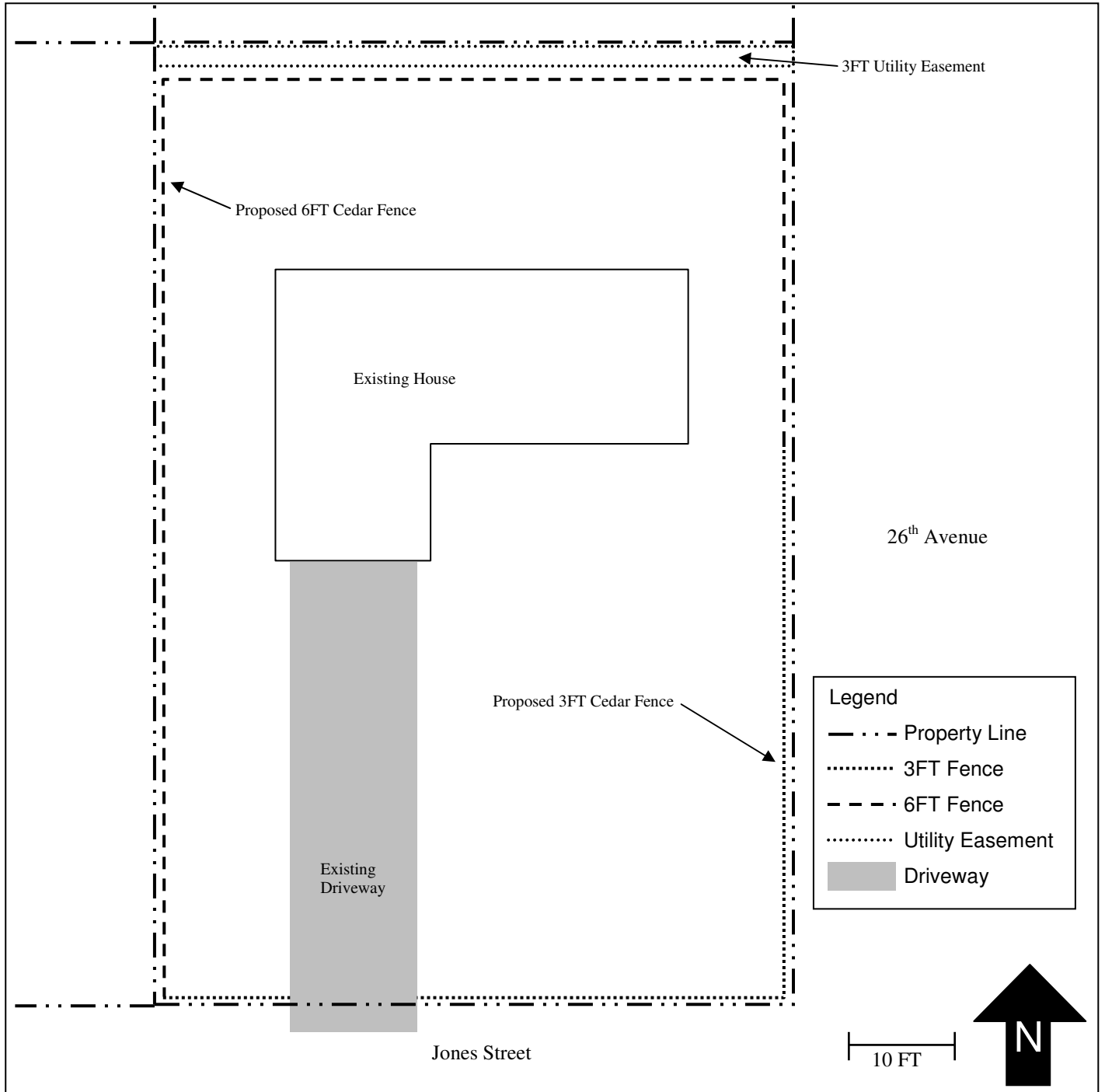
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## FENCE PERMIT - SAMPLE SITE PLAN

**Note:** This site plan is to serve only as a guide. Your particular plan may need additional or fewer items depending on the complexity and type of project.





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Date Stamp Area

Staff Initials: \_\_\_\_\_

## FENCE PERMIT – SUBMITTAL CHECKLIST

**Applicant:** Please check the “Applicant” boxes below when each item is complete and ready for review.

### APPLICATION REQUIREMENTS

#### 1. Type I Permit Application Form.

Staff      Applicant

N/A

Completed and Signed Application.  
Homeowners’ association approval (if necessary, usually inside of a named subdivision). By checking the applicant box, you are representing that you have their approval for the fence.

#### 2. Site Plan. Two 8½ x 11” or 8½ x 14” drawings showing the **proposed** fence on the property. This plan must show the following (See page 3 for example):

Staff      Applicant

Two copies of the site plan.  
Scale and north arrow.  
Labeled street names.  
Property lines, easements, Right-of-way, and nearby driveways.  
Location(s) and height of proposed fence.  
Gates and access points.  
Type of fence (picket, cedar, chain link, electrical, etc.)  
Existing structures on the property.

#### 3. Fees.

Staff      Applicant

Fees paid (see the current Fee Schedule).



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## TYPE I PERMIT APPLICATION

**Application for:**

Check all that  
apply

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Residential Building             | <input type="checkbox"/> Fire Sprinkler  | <input type="checkbox"/> Plumbing     |
| <input type="checkbox"/> Commercial/Multi-Family Building | <input type="checkbox"/> Fireworks Stand | <input type="checkbox"/> Right-of-Way |
| <input type="checkbox"/> Demolition                       | <input type="checkbox"/> Flood Hazard    | <input type="checkbox"/> Roof         |
| <input type="checkbox"/> Driveway                         | <input type="checkbox"/> Grading         | <input type="checkbox"/> Side Sewer   |
| <input type="checkbox"/> Fence                            | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Sign         |
| <input type="checkbox"/> Fire Alarm                       | <input type="checkbox"/> Mechanical      | <input type="checkbox"/> Water Meter  |

Note: Staff can assist you in determining which permits are needed for your

**Applicant:**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Contact (if other than applicant):**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Property Owner (if other than applicant):**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Contractor (if using one):**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

License Number: \_\_\_\_\_

Expires: \_\_\_\_\_ Verified: \_\_\_\_\_

City of Sultan Business License: \_\_\_\_\_

Verified: \_\_\_\_\_

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**TYPE I PERMIT APPLICATION (CONTINUED)**

**Project and Property Information:**

Tax Parcel Number(s): \_\_\_\_\_ Acres/Square Feet: \_\_\_\_\_

Property Address or general location (if no address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Zoning (check one):     LMD     MD     HD     HOD     ED     UC     P/I

Is property served by City water service?     Yes     No

Is property served by City sewer system?     Yes     No

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of pre-application (if applicable): \_\_\_\_\_

**Complete and attach submittal checklist(s) for each application being applied for.**

**For the applicant:**

I am the owner or am authorized by the owner to sign and submit this application on their behalf. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For the property owner:**

I authorize the above applicant to submit this application on my behalf. I also grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this application.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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## TYPE I PERMIT APPLICATION (CONTINUED)

It is the responsibility of the permit holder to notify the Building Department and ensure that the required inspections are made. This permit will expire if work authorized by this permit is not commenced within 180 days of the date of this permit, or if the work is suspended at any time for a period of 180 days. This permit may be revoked if the work is not in conformance with laws, rules and regulations of the City of Sultan. The duty to ensure conformance rests with the builder, developer and permit applicant, not the City. The approval of construction plans and satisfactory inspections do not guarantee that all provisions of applicable codes have been met. All plans submitted to the City become public record and are available for public inspection and copying. All contractors performing work authorized by this permit shall be registered as required by state law.

## BUILDING DEPARTMENT TO COMPLETE ALL BELOW

**Estimation of Job Valuation: \$** \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block #: \_\_\_\_\_

Assessor ID#: \_\_\_\_\_ Sultan Tax Code #: \_\_\_\_\_

Zoning Code: \_\_\_\_\_ Setbacks: Front = \_\_\_\_\_ Rear = \_\_\_\_\_ Side A = \_\_\_\_\_ Side B = \_\_\_\_\_

Building Height: \_\_\_\_\_ Flood Zone (Yes/No): \_\_\_\_\_ Minimum Floor Elevation: \_\_\_\_\_

Building Use: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_ Type of Construction: \_\_\_\_\_

### Permit / Mitigation / Connection Fees

Plan Check	\$	_____	TR	_____	Water	\$	_____	TR	_____
Building Fee	\$	_____	TR	_____	Sewer	\$	_____	TR	_____
State Code	\$	_____	TR	_____	School Mit.	\$	_____	TR	_____
Plumbing	\$	_____	TR	_____	Park Mit.	\$	_____	TR	_____
Mechanical	\$	_____	TR	_____	Traffic Mit.	\$	_____	TR	_____
<b>Total</b>	<b>\$</b>	<b>_____</b>	<b>TR</b>	<b>_____</b>	<b>Total</b>	<b>\$</b>	<b>_____</b>	<b>TR</b>	<b>_____</b>

\_\_\_\_\_  
Approved by Building Official

\_\_\_\_\_  
Date