



6100 219th Street SW, Suite 200
 Mountlake Terrace, WA 98043
 Phone 425.744.6267
PermitSpecialist@ci.mlt.wa.us
www.cityofmlt.com

FENCE PERMIT APPLICATION

FOR STAFF USE ONLY		
Permit # _____	Fee \$ _____	Receipt # _____
Plan Check Fee \$ _____		
RECEIVED BY: _____ (Initials) DATE: ____/____/____		

- Single-Family Residential
 Multi-Family
 Commercial

The [Permit Contact Information Form](#) is required to accompany this application.

Job Site Address _____

Description of Work _____

NOTE: Approval of the Fence Application may be subject to further review. The review and issuance of this fence application/permit is to ensure conformance with the fence height and locations allowed per the zoning code. It does not assure the structural stability of the fence.

PERMIT FEES ARE DUE UPON APPLICATION SUBMITTAL

FENCE PERMIT SUBMITTAL REQUIREMENTS: To be completed by applicant. The review and issuance of this fence application/permit is to assure conformance with the fence height and locations allowed per the zoning code. It does not assure the structural stability of the fence.

A Plot Plan drawing* on 8-1/2 x 11 is required. Plan must be to scale, 1" = 20' or 1" = 30' (larger sheet sizes are acceptable if needed to show parcel). The following items need to be shown and/or labeled on the Plot Plan drawing, as appropriate.

- ___ Dimensions of all lot lines.
- ___ Location and width of driveway on property.
- ___ Water meter location on property.
- ___ Retaining wall, if any (indicate height).
- ___ Location of proposed fence on property.
- ___ Label any gates and width of openings.
- ___ Label the length and height of fence (in feet), along each property line, or section.
- ___ Label what a type of material the fence will be constructed of.
- ___ Label the distance from the property line(s) to the edge of any street pavement or sidewalk next to the property (specify street or sidewalk).
- ___ Label the distance (setback) of the fence from all property lines along a street frontage or right-of-way (when applicable).

*City staff can provide a Plot Plan drawing for the applicant's use (available for most properties). An example is on page three of this application.

Fence Guidelines

This completed Fence Permit Application form must accompany a properly dimensioned Site Plan, Submittal Requirements Checklist, and Application fee.

Special Locational Provisions: No fence, hedge or rock wall shall be permitted which interferes with the sight area triangle, impedes the use of fire hydrants or blocks their view from the street, obstructs access to water meters, or overhangs pedestrian use areas so as to impede pedestrian circulation.

Maintenance: Fences, hedges and rock walls shall be kept in a proper state of preservation and order so as not to be dangerous to human life, constitute a public nuisance, or infringe upon the public's right of passage on sidewalks and streets. The area along fences located at, on, or near interior property lines shall be kept free of piled dirt and debris in order to provide fence owners access for maintenance purposes and prevent the deterioration of the fencing materials.

Frequently Asked Questions

How Tall Can The Fence Be? Fence height must satisfy both height and setback conditions:

Height and Setback Limitations. Fences, located on the front (driveway) side of private property that border the public right-of-way and located within 20 feet of public right-of-way, shall not exceed 4' in height. Fences on the remaining sides of private property shall not exceed 6' in height. Please see Figures A, B and C below to determine the height and setback locations based on the type of your lot.

How is fence height measured? The height of a fence is the vertical distance between the top of the screening portion (includes horizontal, vertical boards and lattice work) and the ground level directly below the screening portion of the fence, measured on the inside of the fence. Fence posts and decorative caps may extend a maximum of six inches in height above the screening portion of the fence without counting towards the maximum allowable fence height.

When do I need to obtain a permit? Any time you want to build a new fence or rebuild an existing fence, except for incidental repairs and replacement of a few boards.

When will the inspection take place? You must request inspection once the fence construction is complete.

What side does the framing face? Framing structure, including cross braces, shall face the interior of the property on which the fence is constructed. The decorative siding must face the street.

I certify the information provided on this application is true and correct.

Owner / Agent _____ Date _____
Print

Owner / Agent _____
Signature



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PERMIT CONTACT INFORMATION

FOR STAFF USE ONLY
Permit(s) Number(s): _____
PROCESSED BY: _____ (Initials) DATE: ____/____/____

Project Name/Name of Business (If Applicable) _____

Subject Property Address _____ Suite No. _____

Parcel Number(s) _____

Applicant _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

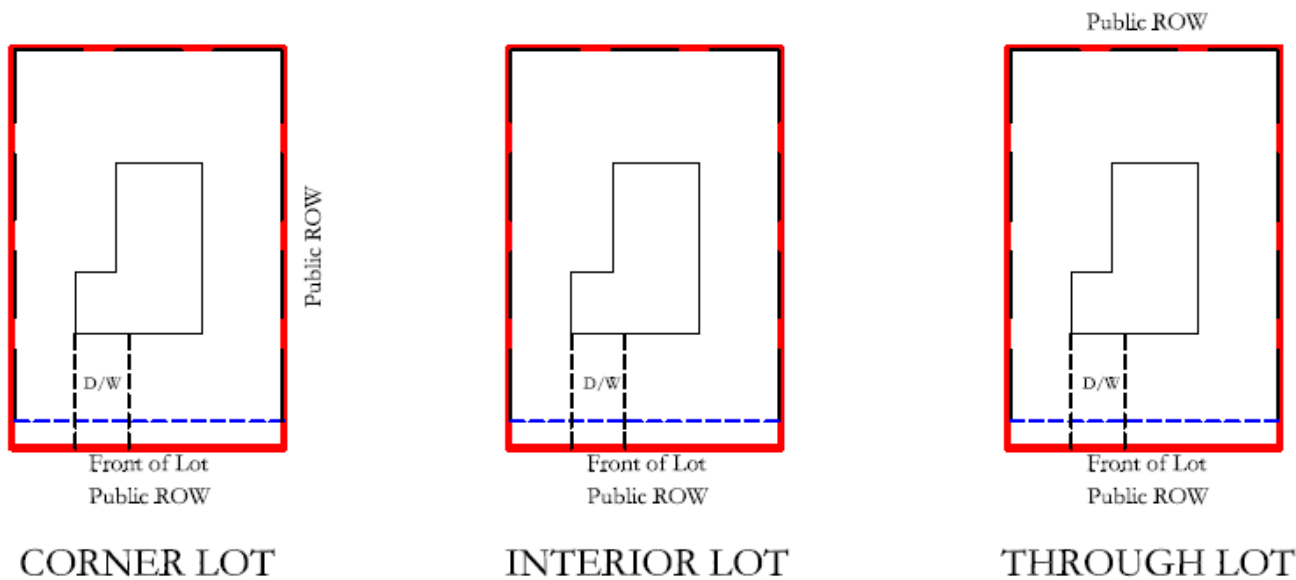
Property Owner _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

Contractor _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			
State License # _____	Expires _____	City Business License # _____	Expires _____	

Contact Person: _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Design Professional: _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Signed: _____ **Print Name:** _____ **Date:** _____



LEGEND

- Property Line
- House Footprint
- - - Within 20' Setback Maximum 4' Height
- - - No Setback, 6' Fence

A. Sight Area Triangle Limitations. Fences within the Sight Area Triangles typically should not exceed 3.0'; this provision is included to ensure that all roadway and sidewalk users have clear lines of sight to provide safe travel. The location of the Sight Area Triangle(s) at your home depends on the speed limit(s) along the roadway(s) that front your lot. Please see Figure D of this permit application to determine the location and area of your sight triangle(s).

SPEED LIMIT	ROADWAY DIMENSION*
35 MPH	250 Ft
30 MPH	200 Ft
25 MPH	155 Ft
20 MPH	115 Ft

*BASED ON STOPPING SIGHT DISTANCE FROM "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS" (AASHTO, 2011)

FIGURE D – SIGHT AREA TRIANGLES

