



BUILDING PERMIT INFORMATION REQUIRED TO CONSTRUCT A FENCE

Fences and walls are considered structures and require a building permit and shall meet all Uniform Building Code requirements. If you have questions as to whether your project requires a permit, please contact the Building Inspector at (763) 479-1720.

PROCEDURE

- 1) All of the following information must be submitted to the City or the building permit application will not be accepted:
 - Completed building permit application with property identification number and legal description and signature.
 - Submit two (2) copies of survey or site plan drawn to scale showing location of fence with ALL of the following information (see example attached):
 1. Dimensions of lot of parcel
 2. North arrow
 3. Property address
 4. Location and dimensions of existing structures on lot or parcel
 5. Location of fence and height of fence
 6. Easements
 7. Existing driveways and sidewalks
 - Information on type of fence material and height

- 2) Application is then submitted to and reviewed by the Zoning Administrator to verify that it meets all applicable zoning requirements.
- 3) Application is reviewed by the Building Inspector to verify compliance with all building codes. Additional instructions and requirements may be added to plan.
- 4) If approved, the permit can be issued and you will be contacted by the City to pick up the completed permit and paperwork. **Do not begin work until you have picked up and paid for your permit.**
- 5) Display permit in front of structure so that it can be viewed from the front of the property (ex: in the front window).
- 6) The inspection record card and survey shall be kept on the property for the final inspection.
- 7) All inspections can be coordinated directly with Metro West Inspections at (763) 479-1720. Allow 24-48 hours for all inspections.

GENERAL REQUIREMENTS

- Owner must accurately know where all property lines are located or a survey will be required. Please note that the curb is not your property line and that there is most likely boulevard area between the street and the front property line.
- Fence can be installed up to property line. However, we suggest that you remain one to two feet off the property line to allow room for maintenance of yard and fence.
- Applicants understand and agree that any part of the fence on the applicants' property and within the public easement is the responsibility of the owners. The applicants also agree to hold the City harmless for any damage that is caused by the City or utility providers for repairs/installation of utility lines within the easement.
- The decorative side of the fence should face outside.
- Fence located in front yard cannot exceed 3 1/2 feet in height from existing grade.
- Fence in rear and side yards cannot exceed 6 feet in height from existing grade.
- No fence, hedge or wall shall cause a visual obstruction of traffic.

- Fences are required for pools that contain water over 24 inches deep. This includes in-ground, above ground and on-ground swimming pools and fixed-in-place wading pools. Spas and hot tubs equipped with a listed safety cover are exempt from this requirement. Contact the building inspector for specific code requirements.
- Property owners should verify that the fence conforms to the restrictive covenants of the development/neighborhood.
- The following fence materials are prohibited:
 - Chicken wire
 - Barbed wire, woven or welded wire and straight wire
 - Plastic webbing or netting
 - Snow fence
 - Makeshift, flimsy materials or materials such as paper, twine, rope and the like.

**PLEASE CALL THE CITY OF JORDAN AT (952)492-2535
IF YOU HAVE ANY QUESTIONS**