



Community Development Department  
Building Services Division  
4900 Village Commons  
Matteson, IL 60443  
(708) 481-8313

## FENCE PERMIT TIP SHEET

- Submit Completed Building Permit Application
- Submit a Copy of your Plat of Survey showing the location of the fence.
- Submit details of the type and height of fence to be installed.
- Submit Homeowner's Association permission, if applicable.
- Permit may be obtained by either the homeowner or contractor. If a contractor then must be licensed and registered with the Village of Matteson.
- Permit fee to be paid upon issuance of the building permit.

**Notify J.U.L.I.E. at 1-800-892-0123 to locate all public utilities for underground lines BEFORE any digging.**

- To expedite the review process, please refer to the items listed below when preparing your permit submission:
  1. **Interior Lots.** Opaque fences, hedges and walls not exceeding six (6) feet in height from grade are permitted in side and rear yards parallel to lot lines. Only fences, hedges and walls not exceeding 2.5 feet in height are permitted in front yards.
  2. **Corner Lots.** Opaque fences, hedges and walls not exceeding six (6) feet in height from grade are permitted in side and rear yards parallel to lot lines. Non-opaque fences not exceeding six (6) feet in height are permitted in **side front yards** where such fence extends even with or rearward of the plane of the rear wall of the house. Only fences, hedges and walls not exceeding 2.5 feet in height permitted in front yards.
  3. **Fence Placement.** All fencing must extend to the side and rear property lines of the parcel on which it is placed. Lots that contain a required landscape easement to buffer the rear yard from a major arterial must install a fence on the easement line and must install a gate to provide access to the easement for maintenance. Fencing cannot be installed within the landscape easement. Fences may not be located closer than one (1) foot to the public sidewalk.

**Fence Permit Tip Sheet**  
**Page 2 of 2**

4. **Postholes.** Postholes must be 1/3 the depth of the height of the fence post.  
Example: Fence post is 6 feet in height then the postholes are to be 2 feet.

**INSPECTIONS**

The following inspections are required for construction of a fence:

1. Inspection is required after postholes are dug, and
2. Final inspection is required upon completion of the fence to verify the fence was installed in a professional manner and to validate the location and construction of the fence.

**Contact the Building Services Division at (708) 481-8313 to schedule required inspections.**

Last revised 7/7/10