

# Fence Permit Packet

## General Rules:

[See Fence Guide](#)

## Documents Required:

- Fence Permit Application:  
Complete the application
  - Skip the contractor information if you are applying as a the homeowner
- Plans:  
Use the provided template or use a Google satellite image to show:
  - Location of where the proposed fence will be installed
- Driver's license (if being pulled by the Homeowner)

## Submittal:

You can submit via:

- Email to [bldg@sterlingheights.gov](mailto:bldg@sterlingheights.gov)
- In person at the Building Department
- Mail to:  
Attn: Building Department  
40555 Utica Rd.  
Sterling Hts., MI 48313- Attn: Building Department

If you have additional questions, please feel free to call us at 586-446-2360 or email us [bldg@sterlingheights.gov](mailto:bldg@sterlingheights.gov)

# Fence Guide



## \*\*\* ALL FEES DUE AT THE TIME OF APPLICATION \*\*\*

Permit for a Fence is required for new or replacement of existing fence.  
If you are only replacing 16 ft. or less, no permit is needed.

### Permit for Fence

#### ☐ Fence Permit Application:

Complete Application with a valid email address. Be aware of any subdivision restrictions prior to application. Permits can be secured by the homeowner or fence contractor. Approved permit will be emailed to the applicant. Permits applications can be emailed to [bldg@sterling-heights.net](mailto:bldg@sterling-heights.net)

#### ☐ Required Plans for Fence:

Indicate the following on plot plan:

- Where fence will be located on property
- Distance of the fence from house and/or sidewalk
- Height of the fence

## \*\*\* START WORK ONLY AFTER PERMIT IS APPROVED \*\*\*

\*\*\* Verify underground utilities - Call Miss Dig at 800-482-7171 \*\*\*

\*\*\* Barbed wire or other pointed tops/spikes of any kind are prohibited \*\*\*

\*\*\* No fence may be charged or connected with an electrical current \*\*\*

#### ☐ Installation of Fence:

- Fences must be installed within the property lines. If you are unsure of the property lines we recommend that you hire a third party survey company to provide you with your official property lines.
- All posts, cross members & screws/hardware for privacy fences must face inward.

#### ☐ Inspection of Fence:

Schedule Inspection at [www.sterlingheights.gov](http://www.sterlingheights.gov)

- Final Inspection- schedule inspection once the installation is completed.

### Fence Permit Denied? - Appeal Process

Denial can be appealed to the Ordinance Board of Appeals. Complete the application for [Fence Variance](#), contact 586.446.2371 for more information. A successful appeal demonstrates to the Board that all four (4) of following conditions exist:

1. There are extraordinary circumstances or conditions applicable to the property involved that do not apply generally to other properties in the city.
2. The variance is necessary for the preservation and enjoyment of substantial property right possessed by other properties in the vicinity.
3. The granting of such variance or modification will not be detrimental to the public welfare or materially injurious to the property or improvements in the vicinity of the property.
4. The granting of the variance will not adversely affect the purposes or objectives of any master plan of the city.



### **Type of Fences:**

#### Sight Obscuring (Privacy Fence)

Not less than three (3) feet or more than six (6) feet in height. A fence that provides a visual barrier to persons outside the perimeter.

#### Non-Sight Obscuring

Not less than three (3) feet or more than six (6) feet in height. A fence that persons on the outside of the fence can see through. This includes fences constructed with a minimum of 3" of open space between vertical members.

### **Corner Lots:**

#### Sight Obscuring Fences (Privacy Fence)

A sight-obscuring fence may be erected upon any side or rear lot line provided that such fence does not encroach into the required front yard. In addition, the fence may not project more than ten (10) feet into the required front yard which would be a side yard if it were an interior lot. Adequate access for firefighting must be provided.

#### Non-sight Obscuring Fences

All properties located on a corner with roadway on two sides are considered to have two front yards. A non-sight-obscuring fence may be erected upon any side or rear lot line, and along any front building line provided such fence does not encroach into the required front yard. Adequate access for firefighting must be provided.

Non-sight-obscuring fences of not less than three (3) feet or more than four (4) feet in height may be erected in the required front yard which would be a side yard if it were an interior lot.

### **Interior Lots:**

#### Sight Obscuring Fences or Non-sight Obscuring Fences

A fence may be erected upon any side or rear lot line, and along the front yard setback line provided such fence is not less than three (3) nor more than six (6) feet above grade level at any location. Adequate access for firefighting must be provided.

**Fences are not permitted to extend into the front yard.**

# Fence Plot Plan

Sample:

Back Property Line

S  
I  
D  
E  
  
P  
R  
O  
P  
E  
R  
T  
Y  
  
L  
I  
N  
E

S  
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D  
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P  
R  
O  
P  
E  
R  
T  
Y  
  
L  
I  
N  
E

Fence Cannot Pass Front of the House  
Installed within Property Lines

40 FT

Backyard



Front Yard



10 FT



FENCE PERMIT  
APPLICATION NO:  
PF



40555 Utica Road, P.O. Box 8009  
Sterling Heights, Michigan 48311-8009  
Phone: 586-446-2360

Email permit applications to: [bldg@sterlingheights.gov](mailto:bldg@sterlingheights.gov)  
ALL inspections are scheduled online at [www.sterlingheights.gov](http://www.sterlingheights.gov)

Job Location Street Address		Date Of Application	
<b>* EMAIL ADDRESS REQUIRED*</b>		<b>**All correspondences will be emailed**</b>	
Owner's Name		Driver's License Number	
Owner's Address	City	State	Zip Code
Contact Person		Telephone Number	
Contractor's Name		Driver's License Number	
Contractor's Address	City	State	Zip Code
Telephone Number	Date of Birth	Federal Employer ID Number / Insurance Information	
<p><b>BY SIGNING THIS APPLICATION I CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD &amp; THAT I HAVE BEEN AUTHORIZED BY OWNER TO MAKE THIS APPLICATION AS HIS AUTHORIZED AGENT. WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE CITY. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO BEST OF MY KNOWLEDGE.</b></p> <p><i>Section 23a, state construction code Act of 1972 PA 230, being Section 125.1523a of the MI Compiled Laws, prohibits a person from conspiring to circumvent licensing requirements of MI relating to persons who are to perform work on a residential building/structure. Violators are subject to civil fines.</i></p>			
<b>SIGNATURE OF APPLICANT (Homeowner must also sign Homeowner Affidavit below)</b>			
<b>HOMEOWNER AFFIDAVIT</b>			
I hereby certify the work described below shall be installed by myself at my own home in which I am living or about to occupy. All work shall be installed in accordance with the fence ordinance & will be inspected and approved by the Building Inspector. I will cooperate with the Inspector and arrange for necessary inspections.			
Signature of Homeowner			
<b>DESCRIPTION OF WORK</b>			
TYPE OF FENCE	OR	Sight Obscuring Fence (Privacy)	<input type="text"/>
		Non-Sight Obscuring	<input type="text"/>
TYPE OF LOT	OR	Interior Lot	<input type="text"/>
		Corner Lot	<input type="text"/>
TYPE OF MATERIAL	<input type="text"/>	WOOD \$45	<input type="text"/>
	<input type="text"/>	WIRE \$45	<input type="text"/>
	<input type="text"/>	METAL \$45	<input type="text"/>
	<input type="text"/>	PVC \$45	<input type="text"/>
	<input type="text"/>	MASONRY \$130	<input type="text"/>
	<input type="text"/>	SEPARATION \$130	<input type="text"/>
IS THIS FENCE BEING INSTALLED AROUND A POOL?		<input type="text"/>	
<b>*****ALL SIGHT OBSCURING PRIVACY FENCES MUST BE INSTALLED WITH THE FINISH SIDE OUT *****</b>			
<b>*** SUBMIT PAYMENT AND A PLOT PLAN AT THE TIME OF APPLICATION ***</b>			

ADDRESS: \_\_\_\_\_

\_\_\_ FT

6' WIDE EASEMENT

BACKYARD

\_\_\_ FT

\_\_\_ FT

HOUSE

FRONT DOOR

GARAGE

3' WIDE SERVICE WALK

4" THICK  
CONCRETE  
DRIVEWAY

1" FULL DEPT  
EXPANSION JOINT  
50' O.C. MAX

FRONT YARD

1" OFF  
PROPERTY  
LINE

CONTROL JOINTS 5' O.C.

1" FULL DEPT EXPANSION JOINT

18" flared drive opening  
each side

6" THICK  
THRU  
DRIVEWAY



RESIDENTIAL PLOT PLAN  
TEMPLATE

MODIFIED  
07/01/2021