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[www.berkleymich.org](http://www.berkleymich.org)

## FENCE APPLICATION

**Work being done at:**

Address: \_\_\_\_\_ Day Telephone: \_\_\_\_\_  
 Name of Property Owner: \_\_\_\_\_

**Contractor/Applicant:**

Company Name: \_\_\_\_\_  
 License Holder: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State/zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Federal Employer ID number: \_\_\_\_\_ Contractors License Number & Expiration: \_\_\_\_\_

**If contractor is not pulling the permit in person, a letter of authorization must be present to obtain a permit.**

Authorized person (not the contractor): \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

**Requirements:** Site plan showing where fence will be installed, minimum size 8 1/2 x 11 inch paper.

Height of fence	Is fence to act as enclosure for swimming pool?
Corner Lot (yes or no)	Is fence abutting any public property (etc. alley, parks)?
Material of Fence	Is fence abutting commercial property?
Is fence abutting an existing fence?	Is fence abutting a driveway?

*Please be advised that fees are set with the understanding that typically one inspection will be required. If additional inspections are necessary due to violations or inspectors being locked out, a \$30 reinspection fee will be charged.*

*If your property is a corner lot indicate setbacks of fence from sidewalk(s) and driveway. The building official must review the application before a certificate can be issued.*

*Any fence having an unfinished side (e.g. stockade fence) shall be installed so that the finished side of the fence shall be facing adjacent property or the street.*

*If a fence is installed abutting another fence, the second fence must be raised 4 inches in order to provide maintenance between fences.*

I agree to repair any damage done to public or private property.

**This certificate is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, and may be revoked at any time upon violation of any provisions of said ordinances.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name Signed

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Received by (Department Representative)

**Department use only:**

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Stipulations

\_\_\_\_\_  
Date

**CITY OF BERKLEY BUILDING DEPARTMENT  
HOMEOWNER PERMIT**

Michigan State Law gives a homeowner who lives or intends to live in a single family house an exemption that allows him to act as his own contractor for that single family house

This means that a homeowner may obtain a permit for work at his own home. If you choose to act as your own contractor and obtain the required permits, please be aware of the following:

- As the permit holder, you incur all of the liability and all of the responsibility that a licensed contractor would normally assume.
- The City of Berkley cannot assist you in any cause of action against an unlicensed contractor you have hired to perform work under the permit you obtained.
- As the permit holder, it is your responsibility to have a complete understanding of the current codes.
- As the permit holder, you are responsible to correct any code violations regardless of whether or not a contractor or other persons did the work under the permit you obtained.
- As the permit holder, you are responsible for completing the job under the permit you obtained.

I have read and understand the conditions set forth by the State of Michigan for the issuance of a permit to a homeowner.

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Address)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Driver's License Number)

\_\_\_\_\_

(Date of Birth)

\_\_\_\_\_

(Phone Number)

EMAIL \_\_\_\_\_