
Instructions for Fencing Permit

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses must be assigned to projects for permits to be approved. If your site does not have an address, contact the MLT Permit Specialist (permitspecialist@mltwa.gov) ASAP to have an address assigned.

Application fees will apply. Any additional fees are due at issuance of permit.

The following file naming convention is REQUIRED:

Permit Number, Submittal Number (if applicable), Document Type, Year.Month.Day

Example 1: BLD-R24-00000 2S Site Plan 2024.08.30

Example 2: BLD-R24-00000 2S Building Plans 2024.10.17

The first submittal documents will not have the permit number yet. However, please upload all documents using the correct naming conventions except for the permit number.

Failure to follow required naming convention will result in delays.

A staff person will confirm against the checklist below that all items are included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to submitting your application documents.* A preapplication conference is strongly recommended if you believe items on this checklist should be waived.

Complete the any additional fields located within the online ETrakit form as well as attaching all required submissions below electronically.

Fencing Permit Submittal Required Attachments:

SITE PLAN

Must be at a scale of 1" = 20' and include the following:

- Dimensions of all lot lines
- Water meter location on property
- Location of proposed fence on property

- Location and width of driveway on property
- Retaining wall, if any (indicate height)
- 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)
- File must be labeled "Site Plan"

SPECIAL NOTES:

- 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.
- 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.