



FENCE / WALL PERMIT APPLICATION

RECEIPT#: _____
CHECK#: _____
CASH: _____

PERMIT # _____

SUBDIVISION: _____ LOT#: _____

JOB SITE ADDRESS: _____

OWNER / CONTRACTOR: _____

OWNER / CONTRACTOR ADDRESS: _____

OWNER / CONTRACTOR PHONE(S)#: _____ E-MAIL: _____

DATE FENCE / WALL WILL BE CONSTRUCTED: _____

FENCE / WALL CONSTRUCTION MATERIAL: _____ FENCE / WALL HEIGHT: _____

RESIDENTIAL FENCE / WALL (FLAT FEE) \$35.00 _____

COMMERCIAL / INDUSTRIAL FENCE / WALL (FLAT FEE) \$50.00 _____

RECORDING FEE \$1.00

TOTAL FEES DUE _____

I, THE UNDERSIGNED, CERTIFY THAT THE DESCRIBED WORK LISTED ON THE PERMIT APPLICATION IS TRUE AND CORRECT. I ACKNOWLEDGE THAT ANY PERMIT ISSUED ON THE REPRESENTATION HEREIN MADE MAY BE REVOKED AT ANY TIME, WITHOUT NOTICE, ON A BREACH OF REPRESENTATION OR VIOLATION OF THE CITY OF OLIVE BRANCH ORDINANCE THAT REGULATE FENCES / WALLS.

OWNER / CONTRACTOR PRINT NAME CLEARLY: _____

OWNER / CONTRACTORS SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

COMMENTS: _____

CALL 811 BEFORE YOU DIG



FENCE / WALL CONSTRUCTION REGULATIONS

I, THE UNDERSIGNED UNDERSTAND THAT I HAVE ONLY MADE AN APPLICATION FOR A FENCE / WALL PERMIT TO BE CONSTRUCT A FENCE / WALL ON THE JOB SITE LISTED BELOW AND THAT NO WORK MAY BEGIN UNTIL, THIS PERMIT APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT.

LISTED BELOW ARE THE STEPS NEEDED TO GET A FENCE / WALL PERMIT APPLICATION APPROVED:

1. A SITE INSPECTION BY THE CITY OF OLIVE BRANCH BUILDING DEPARTMENT MAY BE NEEDED AND APPROVED BEFORE THIS PERMIT CAN BE ISSUED.
2. IF A SITE INSPECTION IS NEEDED, THE OWNER / CONTRACTOR SHALL HAVE THE LOCATION OF THE FENCE / WALL MARKED WITH FLAGS, STAKES OR PAINTED ON THE GROUND.
3. AFTER THE SITE INSPECTION HAS BEEN COMPLETED AND APPROVED AND THE FENCE / WALL PERMIT APPLICATION HAS BEEN REVIEWED AND APPROVED. YOU WILL BE NOTIFIED THAT YOUR FENCE / WALL PERMIT CAN BE ISSUED. AT THIS TIME WORK MAY BEGIN.
4. IF AFTER THE SITE INSPECTION AND FENCE / WALL PERMIT APPLICATION REVIEW HAS BEEN COMPLETED AND WE CAN NOT APPROVE YOUR FENCE / WALL PERMIT APPLICATION, YOU WILL BE NOTIFIED OF THE REASON(S) THAT WE COULD NOT APPROVE YOUR FENCE / WALL PERMIT APPLICATION. WHEN YOU HAVE ADDRESSED AND CORRECTED THE REASON(S) THAT WE GAVE YOU FOR NOT APPROVING YOUR FENCE / WALL PERMIT APPLICATION, WE WILL THEN BE ABLE TO ISSUE THE FENCE / WALL PERMIT.

NOTE: NO WORK MAY BEGIN UNTIL THE ABOVE REQUIREMENTS HAVE BEEN COMPLETED AND APPROVED

I, THE UNDERSIGNED HAVE READ AND UNDERSTAND THESE REQUIREMENTS AND REGULATIONS THAT THE CITY OF OLIVE BRANCH HAS IN PLACE TO REGULATE FENCE / WALL CONSTRUCTION. I AGREE TO COMPLY WITH ALL OF THESE REQUIREMENTS AND REGULATIONS, AS IT APPLIES TO THE ZONING DISTRICT IN WHICH I WILL BE CONSTRUCTING A FENCE / WALL.

JOB SITE ADDRESS: _____

SUBDIVISION: _____ LOT#: _____

OWNER / CONTRACTOR SIGNATURE: _____ DATE: _____