



VILLAGE OF TWIN LAKES

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PROCEDURES FOR OBTAINING FENCE PERMITS IN THE VILLAGE OF TWIN LAKES

1. Complete the Village of Twin Lakes Building Permit Application Form
 - Property owners full name.
 - Property owner's year round mailing address to include zip code and telephone number.
 - Contractor's full name, address, license number* and telephone number.

Project Location

 - Address.
 - Lot and block and parcel number, if available.
 - Subdivision.

Project Data

 - Height and linear feet of type of proposed fence.
 - Location of gates.
 - Sign and date permit application.

2. Submit Detailed Site Plan and/or Survey
 - Site plan or survey shall show all of the following information:
 - Self-drawn site plans shall be drawn to an accurate scale (Example 1" = 20').
 - Show and label streets.
 - Driveway and size.
 - Dimension of dwelling, sheds, garages and decks.
 - Location of potable water well.
 - Location of utilities; i.e., overhead electrical services, underground electric services, natural gas.
 - Size of parcel.
 - Depict the proposed fence with small crosses "X" or highlight area of proposed fence.
 - Copy of contractor's proposal or estimate, if applicable.

3. **It is recommended that the "good" side of the fence face the neighbor's property.**

Any additional information to help determine compliance with national, state and local codes (optional at Building Inspector's request).

*NOTE: PERMITS WILL NOT BE ISSUED WITHOUT PROOF OF WISCONSIN CONTRACTOR'S LICENSE.