



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

ONE PAGER PLUS

Fences

How to Apply for a Fence

1. Read through this document to identify the requirements and restrictions on fencing relevant to the specific project.
2. Contact the Planning and Zoning Division at 269-966-3320 with any questions regarding the fencing project.
3. On the [Applications and Petitions](#) page of the City of Battle Creek's website, download and complete the Fence Permit Application Form.
4. Click the "[Online Application for a Fence Permit Application](#)" link to navigate to the online fence permit application.
5. Search for the address of the project by number and street name.
6. Click the correct line for the address of the project.
7. Follow the prompts, then submit when done. If you need more assistance, please reference the section at the end of this document titled "Ready to Apply?".
8. A link will be sent to the email entered during the application process when the web request is processed by City staff.

What is needed to apply for a Fence?

- Address of the property where the fence will be built
- A sketch showing the proposed location of the fence in relation to the following:
 - property lines
 - house
 - street(s)
- A description of the fence height, material and design

Note: You may contact the Planning and Zoning Division to obtain an aerial view of the subject lot to assist in showing the location of the proposed fence.

General Information

When a fence is being constructed, ensure that it is built on the property and not in a public right-of-way or on a neighboring property. The best way to make sure of this is to have a survey conducted by a licensed surveyor to identify where the property lines are.

The property owner/contractor is responsible for making sure that the subject fence is located within the property line. An approval of a permit application by a City employee and the installation of the subject improvement does not negate this obligation.

The only way to be completely certain of the location of property lines is to have a property survey done by a licensed surveyor. If the accessory structure is being built near to a property line, it is recommended that the applicant hire a surveyor to verify the location of property lines and setbacks from those property lines.

Required Permits

Constructing a fence requires a fence permit. If the fence is taller than 6', it will also require a Building Permit. Fences taller than 6' are not permitted in residential zoning districts or residential uses.

If the property where the fence will be located is in a historic district, a [Certificate of Appropriateness](#) will also be required. This application goes through the [Historic District Commission](#) and is needed to ensure that any work being done will be compatible with the existing neighborhood, that any existing historical feature is preserved to the best of the applicant's ability, and that any work being done during the project will not damage existing historic features on the property. A letter of approval from the Historic District Commission is required with the submission of a fence permit for projects located in a historic district.

Please contact Planning and Zoning staff to confirm whether or not the property is in a historic district.

General Requirements

Height and Transparency Requirements

Zoning District(s)	Front Yard (Max. Height)	Front Yard (Min. Transparency)	Side & Rear Yard (Max. Height)	Side & Rear Yard (Min. Transparency)	Secondary Front Yard (Max. Height)	Secondary Front Yard (Min. Transparency)
AG – Agricultural Uses	N/A	N/A	N/A	N/A	N/A	N/A
Residential Districts (R-1R, R-1A, R-1B, R-2, R-3, MFR) & Uses	4'	50%	6'	N/A	4' until 25' setback is met 6' after 25' setback	50% until 25' setback is met N/A after 25' setback
Commercial (B-1, B-2, T-3, T-4, T-5, S)	4'	50%	8'	N/A	4'	N/A
Industrial (I-1, I-2)	6'	50%	10'	N/A	6'	N/A

Considerations for Fences in Commercial & Industrial Districts

Fences in the side or rear yard of property in commercial districts may be taller than 8' if it meets all three of the following criteria:

- Used to enclose outdoor retail displays
- Contiguous to the principal use
- Is not more than 20' tall or up to the height of the building (whichever is lesser)

Fences in the side or rear yard of property in industrial districts may be taller than 10' if it meets all three of the following criteria:

- Used to enclose outdoor retail displays
- Contiguous to the principal use
- Is not more than 20' tall

Fence Materials

Fences may be constructed from wrought iron, vinyl, wood pickets, stone, brick, chain link, or other generally accepted fencing material. Examples of inappropriate fencing material includes pallets, twigs, pressed board, plywood, and scrap lumber. If there is a nontraditional fencing material within the building plan, please contact the Planning and Zoning Division directly to discuss that material before applying for a fence permit.

Secondary Front Yards

Many properties throughout Battle Creek have multiple lot lines with street frontage, resulting in the property having multiple required front yards. The primary front yard often corresponds with the method of access from the public right-of-way and the mailing address of the property and extends from the lot line to the first supporting member of the main structure. The first supporting member includes the main building and any projection of that building, such as a roofed porch. It excludes usual steps, entranceways, unenclosed balconies, or open roofless porches. The secondary front yard extends from the side or rear lot line with street frontage to the first supporting member of the main structure.

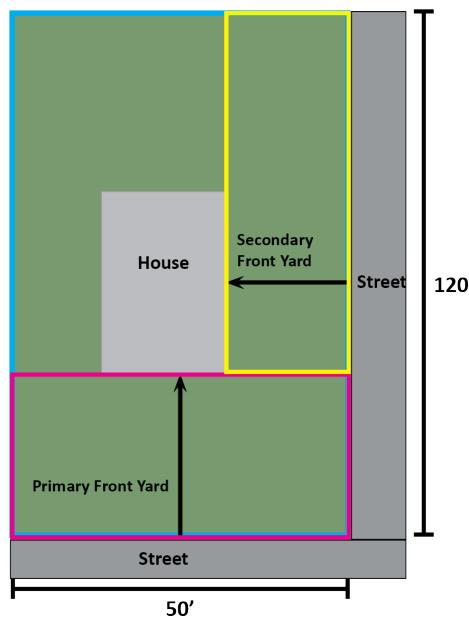
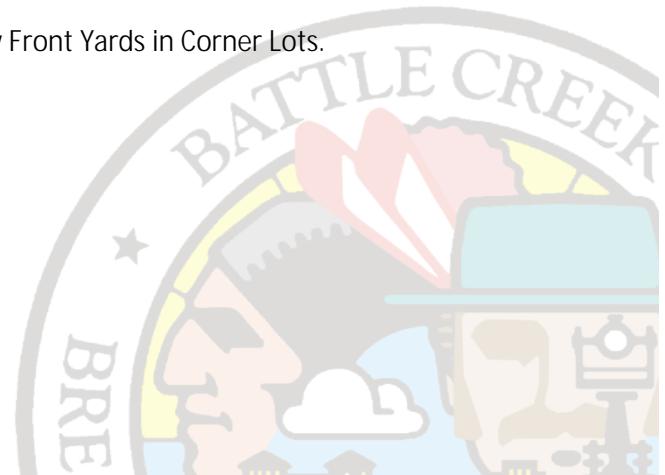


Figure 1: Diagram of Primary and Secondary Front Yards in Corner Lots.



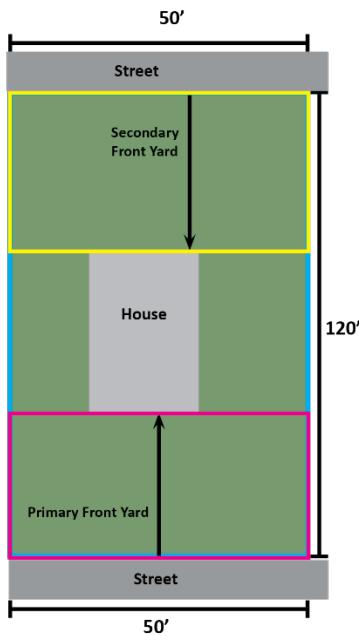
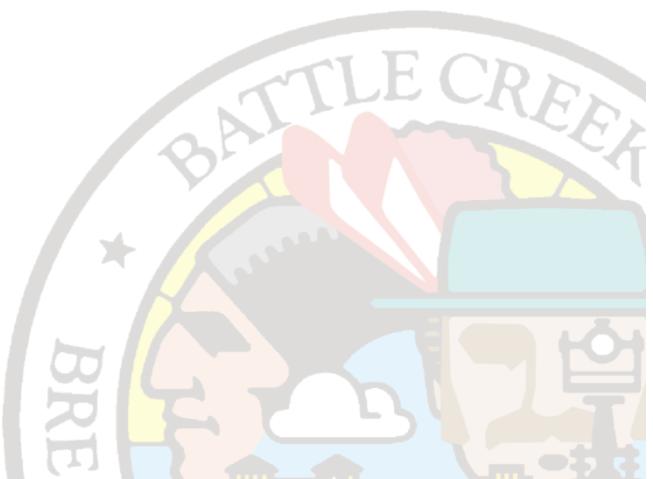


Figure 2: Diagram of Primary and Secondary Front Yards in Through Lots.

In secondary front yards, fences built less than 25' from the lot line have a maximum height of 4' and a minimum transparency of 50%. Fences built 25' or more from the lot line with a maximum height of 6' and no minimum transparency requirements.

Questions?

For the complete list of requirements for fences, please read [Section 1260.02](#) "Fences" of the City Ordinances. For other questions, please contact the Planning and Zoning Division directly at 269-966-3320.



Ready to Apply?

Permits for Fences are submitted online through BS&A. Follow this link to begin the permitting process: [Fence Permit](#). See below for a step-by-step walkthrough of how to complete the application.

1. On the [Applications & Petitions](#) page of the City of Battle Creek's website, download and complete the Fence Permit Application Form.

Fences

- [Fences One Pager Plus](#)
- [Fence Permit Application Form](#)
- [Online Application for a Fence Permit \(BS&A Online\)](#)

2. Type in the number and street address of the project into the “Search For:” field. Press the “Search” button.

Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

[Property Search](#)

Search By: [Address](#)

Search For:

[Search](#)

3. Select the correct address from the list that appears. Click “Next”.

Step 1: Select a Property

[Click here if you are a contractor/design professional](#)

[Property Search](#)

Search By: [Address](#)

Search For:

[Search](#)

Owner Name	Address	Parcel Number
REEVES,LESTER R	14 FONDA AVE, BATTLE CREEK, MI 490144210	9030-00-017-0

Displaying items 1 - 1 of 1

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4. Under “What type of permit are you applying for?”, select “Zoning” from the drop-down list.

Step 2: Enter Permit Details

Have an existing project? [Link to existing project requirement](#)

★ What type of permit are you applying for?

Zoning

★ Is this Project Residential or Commercial?

<None Selected>

5. As the fields appear, answer them appropriately for the project. Fill out the box with a detailed description of the work that is being proposed.

Step 2: Enter Permit Details

Have an existing project? [Link to existing project requirement](#)

Res Fence Permit Type selected. [Click Here](#) to select a different Permit Type.

★ Please describe the work to be done in detail:

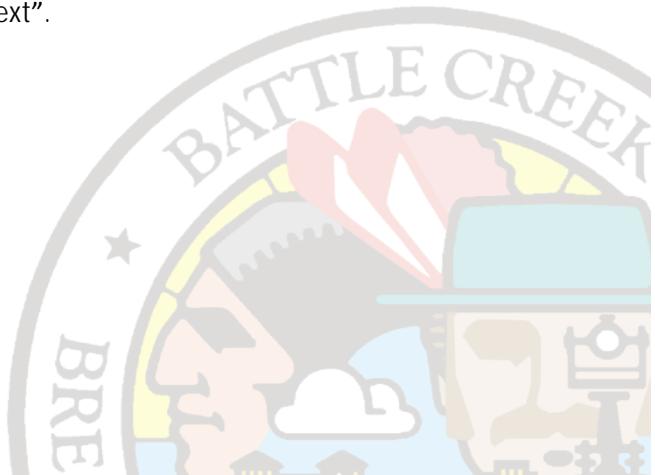
6' picket fence in my rear yard along the lot line.

6. On the same page, fill out the Construction Details. For the “Basic Usage” drop-down menu, select the use of the property as a whole. For “Building Height”, input the height of the proposed fence. When finished, click “Next”.

Construction Details

★ Basic Usage:	Residential
★ Building Height:	5
★ Construction Value:	800.00

7. Fill out the applicant’s contact information. Be sure to enter a working phone number and email that will be checked regularly. When finished, click “Next”.



Step 3: Enter Applicant Information

To apply for a permit as a homeowner, you must verify that you are the owner the building department has on record. If the name or address do not match, please contact the building department to correct the issue.

Homeowners Please provide Driver's License or State Identification and date of birth. This information is required prior to permit issuance.

SECTION 23A OF THE STATE CONSTRUCTION CODE ACT OF 1972, 1972 PA 230, MCL 125.1523A, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL BUILDING OR A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23A ARE SUBJECTED TO CIVIL FINES.

HOME OWNER AFFIDAVIT: I HEREBY CERTIFY THAT THE CONSTRUCTION WORK DESCRIBED ON THIS APPLICATION WILL BE CONDUCTED BY THE UNDERSIGNED IN MY SINGLE-FAMILY DWELLING IN WHICH I LIVE OR AM ABOUT TO OCCUPY. I UNDERSTAND PUBLIC ACT 230 OF 1972, AS AMENDED, THE MICHIGAN RESIDENTIAL CODE, AND I ASSUME ALL RESPONSIBILITY FOR OBTAINING ALL NECESSARY INSPECTIONS

Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

Name: REEVES,LESTER R
Address: No Data to Display

I certify that I am the owner of the property listed above.

Contact Information

Name: REEVES,LESTER R
 Phone Number: (269) 966-3382
 Email Address: adsulak@battlecreekmi.gov
 Confirm Email: adsulak@battlecreekmi.gov

Homeowner Phone Number:
Homeowner Email:

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8. Review the estimated permit fees, which are automatically calculated for the permit that is being applied for.

Step 4: Estimate Permit Fees

Estimate your permit fees by filling out the information below as accurately as possible. Note that the fees will be reviewed by department personnel, and appropriate adjustments may be made.

You MUST select fees based on the scope of work of your project or your application will be rejected.

Available Fees		Selected Fees		
Fee Description	Category	Fee Description	Fee	Quantity
No online fees are configured.				
		No online fees are configured.		
		Admin Fee	\$30.00	30.00
		Inspection Fee	\$40.00	40.00
		Zoning Application	\$10.00	10.00
		Total Estimated Fees:	\$80.00	

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9. Attach the required construction plan and site plan showing the location of the fence in relation to the existing buildings. If the project is located in a Historic District, attach the approval letter from the Historic District Commission.

Step 5: Attach Documents

When submitting a residential building permit, please also submit a sketch showing the measurement from your property lines to the proposed improvements. Your sketch does not have to be to scale. MUST BE IN PDF FORMAT.

[Attach Documents](#)

Document Title	Status	Description	File Name	
Construction Plans	Uploaded		Accessory Structures OPP 11June2024.pdf	<input checked="" type="checkbox"/> View Attachment <input checked="" type="checkbox"/> Remove Attachment
Historic District Approval	Optional			<input checked="" type="checkbox"/> Attach File

[Add Additional Document](#)

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10. Review the entered information before confirming that the disclaimers have been read and submitting the application.

