



This application is for any new or replacement fence installations in residential zones, and includes fences located in the front, side, and rear yards. Applicants should use the Express Residential Fence application.

The Department of Community Planning and Development Services (CPDS) is offering a virtual, same-day (express) process for eligible residential permits.

Hours of Operation

Tuesdays, 8:30 a.m. to 12:30 p.m.

Applications submitted during this time will be checked for completeness upon receipt. If the application is complete and fees paid prior to 12:30 pm, the project will be reviewed on the same day. If program parameters are met, the permit will be issued. Standard application fees apply. There is currently no additional charge for this program. Applications not meeting the criteria for express permits will be placed in the regular review queue and be subject to standard timeframes.

Fences are regulated in Article 9 of the Zoning Ordinance, Section 25.09.05.2. Subsection (a) covers fences in residential zones; subsection (b) covers fences in nonresidential zones. [Article 9](#)

Application and Supporting Documents

- ALL applications are submitted online via [MGO Connect](#)

Who Can Apply

Owner: Must list themselves as the contractor if they are installing the fence. No license is needed.

The property owner's name must match Maryland State Department of Assessments and Taxation (SDAT) records, or proof of ownership must be submitted. For recent changes in ownership that are not reflected on the SDAT website, you can provide a deed and/or title to confirm the change in ownership.

Contractor: Must have a Maryland Home Improvement Commission (MHIC) license.

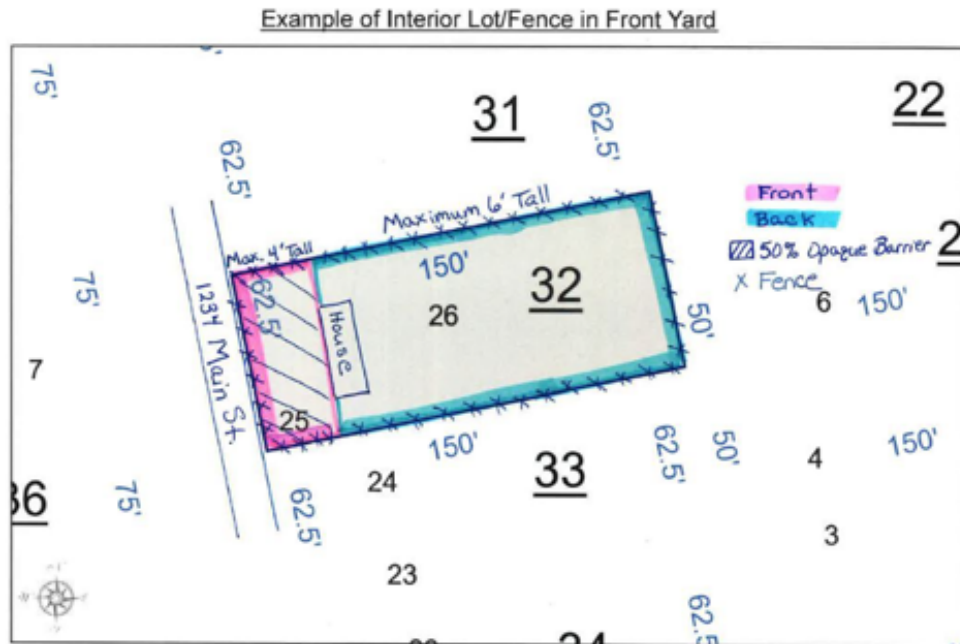
Agent: Applicants that are not the property owner or MHIC contractor shall attest on the permit application that the proposed work is authorized by the owner and that the applicant is authorized to make such application.

Homeowner Authorization

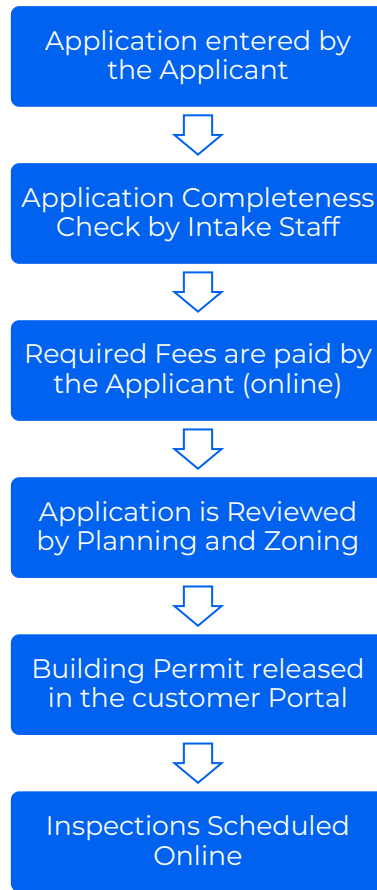
Plans and Drawings Requirements

- Drawings of the fence combined into one PDF showing
- Proposed height
- Materials
- Drawings are not required to be signed and sealed.
- Submit a certified survey. Show both the location of the fence **and** write the height of the fence on the survey. The proposed fence location should be marked on the survey with "X's" and should be shown in a color other than black.
- Setbacks to the property line

- HOA approval – is required for King Farm residents **only**.
- All files must be in PDF format.



Processing and Reviewing Agencies



Ineligible Projects

- Any application that requires an additional review outside of Community Planning and Development Services, i.e., Department of Public Works (DPW), City Forestry (Rec & Parks), or Outside Agencies, will not be processed through Express Permits. Common examples include outside units in an easement, flood plain zones, or affecting trees.
- Applications associated with a building permit will not be processed via this program.
- Applications associated with a Complaint and Violation (CAV) case.

Important

- You must continue to monitor your MGOCC/email account for items such as invoices, review comments, and any additional instructions. Failure to do so could result in your application not being processed during the express timeframe.
- Applications not processed within the offering period will be placed in the standard review queue and will be subject to standard review timeframes.
- CPDS staff reserves the right to change application from 'express' to 'standard' plan review.
- Only one resubmission to address staff comments is permitted. Resubmittals received before 12:30 p.m. will be processed the same day. Resubmissions received after 12:30 p.m. will be processed as time and workload allow. Any resubmittal not reviewed during express hours will be moved to the standard review process.
- In-person applications and payments will not be accepted.

Fees

- Based on the current fees adopted at the time of submittal. [Fee schedule](#)
- Fees are paid via your online customer account. Fees must be paid before plans are reviewed and a permit is issued. Applications will only be processed during the Express Permit window if fees are paid.

Inspections

Inspections must be scheduled within 6 months from issuance, or the permit will expire. Inspections must be scheduled via MGO Connect via your portal.