# VNB FENCE APPLICATION

**PERMIT #** _____

**VNB Fence Inspector: Jacob Lipke**
**Hours: By appointment**
**3615 Hennepin Place | Racine, WI 53402**
**Cell: (608) 334-2871 EMAIL: Jacob.Lipke@gmail.com**
**Website: www.vnbwi.gov** Village Hall: (262) 639-2334

**OWNER:** _____

*Rev. 02.19.2026*

Submit application, documents & fees to the Village Clerk. Please allow 30 days for processing. Questions? Contact the Zoning Administrator or the Building Inspector.

***** APPLICATIONS WILL NOT BE PROCESSED WITHOUT A SELF-ADDRESSED STAMPED ENVELOPE!!**

**NO PERMITS WILL BE ISSUED IF ITEMS ARE MISSING - NO EXCEPTIONS!**

| APPLICATION INFORMATION: | APPLICATION DATE: |
|---|---|
| Contractor Name: | ◯ Check here if HOMEOWNER is the APPLICANT & submit a notarized Cautionary Statement. |
| Insurance Carrier (Attach COI): | Fence Project Cost: $ |
| State of WI License # (if applicable): | Project Address: |
| Address: | Owner's Name: |
| Office Phone: | Mailing Address (if different): |
| Alternate Phone: | Owner's Phone: |
| Email: | Owner's Cell: |
| | Owner's Email: |

If, for any reason, a surveyor is requested to review the plat of survey and/or plans, the property owner will be responsible for reimbursing the Village for the amount invoiced for the project. Upon receipt of the invoice from the surveying firm, the Village Clerk will provide the property owner with said invoice. If the invoice is not paid within 30 days of the billing via email or USPS, the undersigned property owner gives permission to the Village to place the same billing amount, plus a $75 service charge, as a special charge on the next applicable real estate tax bill, said taxpayers waiving all notices or applicable procedures.

**Failure to obtain a permit before work starts: 1st Offense FEES DOUBLE, thereafter FEES TRIPLE.**
**Failure to call for Final Inspection - FEES TRIPLE!**

**NOTE:**
- **Project Description, Fee Worksheet, Abbreviated Regulations, Applicant Agreement and the second Applicant Signature are located on Page 2.**
- **Complete both sides and submit plans, COI & full payment with this form.**
- **Permits are valid 2 years from date of issue.**

## APPLICANT SIGNATURE #1: _____ DATE:_____

| BUILDING INSPECTOR:: | FINAL INSPECTION DATE: |
|---|---|
| | |

*Office Use Only:*

| | | | | |
|---|---|---|---|---|
| Date Filed: | Amount Paid: | Check Number: | Receipted by: | Permit Effective Date |
| Additional Payments: | Amount Paid: | Check Number: | Receipted by: | |

***SUBMIT FULLY COMPLETED FORMS WITH ALL ATTACHMENTS & FEES TO:***
***Village Hall ◇ 3615 Hennepin Place ◇ Racine, WI 53402***
***Email: clerk@vnbwi.gov ◇ Phone: (262) 639-2334 ◇ Website: www.vnbwi.gov***

## VNB FENCE PERMIT APPLICATION - CONTINUED

Project Details: Total Linear Feet: _____Ft

| | | | | | |
|---|---|---|---|---|---|
| Location: *Check all that apply:* | Rear Yard | Side Yard | Material: *Check all that apply:* | Split Rail | Picket |
| Height: *(Ft/Inch each loc.)* | Rear Yard | Side Yard | Wrought Iron | Wood Privacy | |
| | | | Privacy Slats | Other: | |
| ** SUBMIT A PLAT OF SURVEY AND A DRAWING THAT INCLUDES THE INTENDED LOCATION ON THE PARCEL WITH THIS APPLICATION ** | | | | | |

## VNB FENCE PERMIT FEES

| DESCRIPTION | COST | FEE |
|---|---|---|
| Flat Fee | $100.00 | **$100.00** |
| | ADMINISTRATIVE FEE | **$ 50.00** |
| | **TOTAL PERMIT FEE** | **$150.00** |

***Inspector/Official Use Only***

| | |
|---|---|
| ***Failure to obtain a permit before work starts:*** ***1st Offense FEES DOUBLE, thereafter FEES TRIPLE.*** | |
| ***Failure to call for a final inspection, FEES TRIPLE.*** | |

**ABBREVIATED REGULATIONS | Please refer to Chapter 8, Section 8:14 (Ordinance 2013-4) - Fences of the North Bay Code of Ordinances for specific definitions, regulations restrictions and allowances.**

- Planning Commission approval is required prior to installation.
- No person shall construct or cause to be constructed, in whole or in part, a fence with barbed wire, razor wire, electrified wire, or any wire fabric within the Village.
- The good side of the fence shall face toward the adjoining property and toward the public right-of-way... The Public Works Trustee shall determine the "good" side.
- Any fence located in an easement area that must be removed so as to facilitate utility access or repair shall be removed at the fence owner's expense, without recourse to the Village or utility.
- No fence may be located within the front of the yard.

**APPLICANT AGREEMENT | The undersigned Applicant, as Owner or Agent of the Owner:**

1. Is responsible for the fence being located on the intended property and CERTIFIES that the fence does not encroach into any utility easement, public right-of-way, vision clearance area, or neighboring properties. The APPLICANT further AGREES that if the fence is built in or across any of the areas, the APPLICANT will be RESPONSIBLE for REMOVING and REPLACING the fence.
2. Agrees to: Comply with the Village of North Bay Ordinances, state statutes, federal regulations, and with the conditions of this permit as described above; The Owner or Agent of the Owner will obey any and all lawful orders of the Building Inspector of the Village of North Bay; That the issuance of this permit creates no legal liability, express or implied, of the Village or Inspector, and certifies that all the above information is accurate.
3. Understands that by issuing a Fence Permit, the VILLAGE IS NOT CERTIFYING that the intended location of the fence is not within an easement or right-of-way or on the identified parcel. A full title search would be needed by the OWNER to verify the presence of all easements and rights-of-way and a certified survey would be required by the owner to identify the precise boundaries of the property. **NOTE: Permits are valid 2 years from date of issue.**

**APPLICANT SIGNATURE #2: _____ DATE:_____**

***SUBMIT FULLY COMPLETED FORMS WITH ALL ATTACHMENTS & FEES TO:***
***Village Hall ◊ 3615 Hennepin Place ◊ Racine, WI 53402***