

Fence Permit Instructions

ITEMS REQUIRED TO BE SUBMITTED

FENCE PERMIT APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3563/Fencing-Permit>

FEES - *Application fees must be paid when an application is submitted to the City.*

The City cannot accept an application that does not have all the required submittal items listed above.

PROCESS AND TIMING

The time it takes to review and approve permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit. Permits will only be released to a contractor registered with the City of Anna.

Fence permits are not required if repairing or replacing 25% or less of the total fence line.

- New construction homes permitted in 2020 are required to include the Residential Building permit number for the residence on fence application.
- New construction homes permitted in 2021 are required to include a fence application with submittal package. Do not submit an individual fence application.

PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

IMPORTANT FENCE REQUIREMENTS

When building a residential fence in Anna, a permit is required. An application with an approved site/plot plan will also be required. The plan will be similar to what you received when you bought your home, or you may go to the Collin County Appraisal District. They might have it on record so that you can print. The plan will need to show where it will be built with regards to the property lines. The proposed linear feet will also need to be on the application. The following list is to assist you in understanding the requirements. Include fence material/type of construction on permit.

- No fence taller than 8' is allowed in Anna.
- No fence taller than 3" is allowed in the front yard setback.
- Fences must be structurally built to current construction standards.
- Fences installed at visibility clips must be tapered to required angle for clear visibility for pedestrian and vehicular traffic at corner lots and alley ways. Measuring 15' to 20' back from corner on both sides, based on location.
- Fences installed around pools must meet the Pool Barrier Requirements in the current adopted code cycle.
- Obtain proper approval from your HOA.
- Fence orientation (smooth or post side) is not a requirement of the Building Code and not enforced by the City of Anna.
- Property line disputes with fence placement in mind are considered to be a civil matter between owners. When a permit is issued for a fence that will be on the property line or be slightly on the owner's side. It is best to communicate your intentions to the neighbors, especially if you intend to place the fence on the property line.
- The City of Anna does not regulate stain color, style, material, or features.
- Dilapidated fence structures will be handled by the City of Anna Code Enforcement Department.

This is not intended to be an all-inclusive list. It is simply a helpful guideline to use when constructing a fence in the City of Anna.