



# City of Dayton

416 Ferry Street, Dayton Oregon 503-864-2221 [www.daytonoregon.gov](http://www.daytonoregon.gov)

## Fence or Retaining Wall Permit – Submittal Information

### General Information

Fences and walls may be located in any required yard or along the edge of any yard, subject to the maintenance of clear-vision area. A fence or wall may not exceed 6 feet, 6 inches in height without approval of a variance. Fences and walls shall not exceed a height of four feet along, and within, ten feet of any property line adjacent to the street and containing a street access. The cost of a fence or wall permit is \$5.00.

### Submittal Requirements

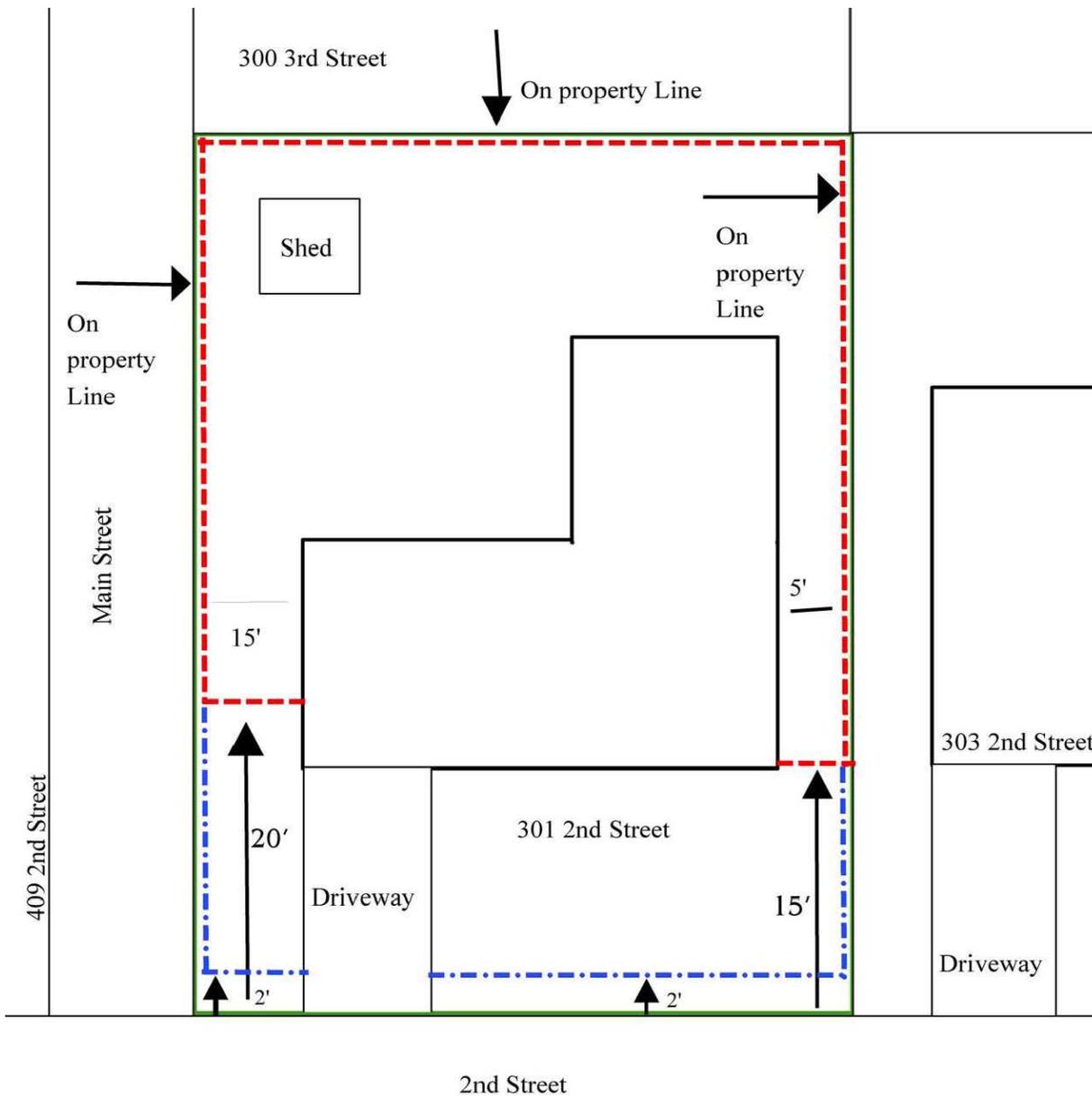
- One (1) copy of the required permit application. Original signatures for all property owners must be provided. This information must be reproduced so please print clearly using black or blue ink. Do not use pencil.
- One (1) copy of a Site Plan, that **must** show all of the following:
  - Site Address
  - Name of Applicant or Property Owners if different from applicant
  - Map & Tax Lot Number
  - Outline shape of the property or lot (property lines)
  - Existing structures on the property
  - Existing or proposed driveways or points of access on the subject property or lot
  - Existing or proposed driveways or points of access on adjacent properties
  - All adjacent streets to the property
  - Easements and/or right-of-ways, existing or proposed on the property
  - Where the fence or retaining wall will be constructed on the property; include all measurements from streets, adjacent lots, property lines, structures, etc...
  - Height of fence or wall
  - List the type of building material that will be used to construct the fence or wall. Example: wood, chain link, bricks, rocks, etc...
  - Must be on a minimum paper size of 8 ½ x 11
  - North arrow

### Contractor Requirements

Contractor information must be supplied **when using a contractor** for building projects, contractor license information will be verified through the State of Oregon's Contractors Board. In addition, contractors are required to register their business with the City of Dayton. If your contractor is not registered they will be asked to fill out the proper forms and submit a registration fee before construction is started.

### Process

Fence and retaining wall plans are reviewed and approved by Dayton Building Department and most are issued over the counter at the time of application. Depending on your proposed wall or fence, construction plans may also be reviewed by Dayton Public Works, City Engineer and/or the Rural Fire Department and may take up to 2 to 3 weeks to be issued.



John & Mary Smith  
 301 2<sup>nd</sup> St Dayton  
 Or 97114 R432230  
 10001

- · - · - Rock Retaining Wall - height 36 inches
- - - - - 6 foot Cedar - Good Neighbor Fence
- Property Line

**Required Information:**

- Site Address
- Outline shape of the property or lot (property lines)
- Existing structures on the property
- Existing or proposed driveways or points access on the subject property or lot
- Existing or proposed driveways or points of access on adjacent properties
- All adjacent streets to the property
- Easements and/or right-of-ways, existing or proposed on the property
- Where the fence or retaining wall will be constructed on the property; include all measurements from streets, adjacent lots, property lines, structures, etc...
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- Must be on a minimum paper size of 8 ½ x 11
- North arrow

# Fence Permit Application



**City of Dayton**  
 PO Box 339 - 416 Ferry St  
 Dayton OR 97114-0339  
 503-864-2221  
 www.daytonoregon.gov  
**permits@daytonoregon.gov**

Permit No \_\_\_\_\_

Receipt No \_\_\_\_\_ Date: \_\_\_\_\_

Issued by: \_\_\_\_\_

This permit is issued under OAR 918-460-0030 and Section 4.3 of the Dayton Municipal Code. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

Type of Construction		
O Residential	O Government	O Commercial
Job Site Information		
Site Address		
Tax Lot #	Zoning:	Project Valuation:
Property Owner Installation		
Property Owner information is Required regardless of who will be doing the work		
Property Owner Name:		
Mailing Address:		
City:	State:	Zip:
Phone	Fax:	Cell Phone:
Email:		
<input type="checkbox"/> This installation is being made on residential or farm property owned by myself or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.		
Property Owner Signature:		
Contractor Installation		
Business Name:		
Mailing Address:		
City:	State:	Zip:
Phone	Fax:	Cell Phone:
Email:		
CCB License No:	Business Registration No:	
Print Name:		
Signature:		

Office Use:		
<input type="checkbox"/> Fence <input type="checkbox"/> Retaining Wall	Meets Setbacks:    o Yes <input type="checkbox"/> No	Site Plan Attached:
Complete Application:	Date Complete:	Approved By:
Fee Amount: <input type="checkbox"/> \$5.00	Conditions of Approval or Comments Required: <input type="checkbox"/> Yes    o No    - If yes see page 2	

\* Credit Card payments are not accepted for Fence Permit Fees.

**Conditions of Approval/Comments**

1)