

HOW TO APPLY FOR A FENCE PERMIT

STEP BY STEP INSTRUCTIONS

9/24/2024

CITY OF
Lockhart
TEXAS

REQUIRED DOCUMENTS

- [Permit Info Form](#)
- **Survey** (provided by the property owner) or [Site Plan](#)

FILLING OUT THE PERMIT INFO FORM

- Provide all applicable information including ...
- **Permit Type:** Fence at a Residence or Fence at a Commercial Property?
- **Job Description:** Fence materials and height. (Residential front yard fences - cannot be chain link, no taller than 4ft, must be 50% see through and ornamental. Commercial front yard fences – a specific used permit approval is required.)
- **Call Texas 811 Before You Dig:** Provide the confirmation number given by Texas 811. This *must* be provided no matter the situation or location of shed or when Texas 811 last came to the property.

PERMIT INFO FORM EXAMPLE

Permit Info Form

Permit Info Form

Today's Date: 7/9/2024

Permit Type: Fence at residence

Property Address: 1234 Sesame St., Lockhart Tx

Applicant Name: Jane Doe

Phone & Email: 512-555-5555, janeshome@mail.com

Job Description: New wood picket fence 4ft tall with wood posts located on side of front yard
transitioning at house corner to 6ft tall wood privacy fence with metal posts.

All posts set with concrete. Fence example on site plan.

811#: 246810120000

Square Footage: n/a

Commercial Valuation: n/a

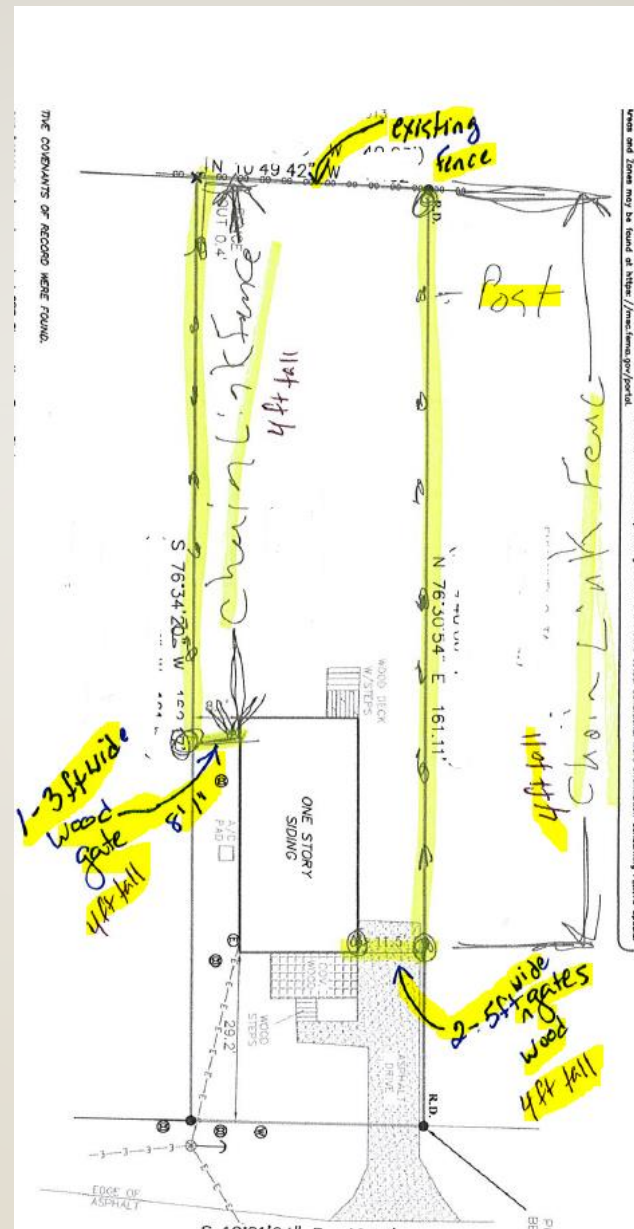
Signature: _____

Date: 7/9/2024

SURVEY/SITE PLAN REQUIRED INFORMATION

- Property Setbacks (a.k.a. build lines) – can be found on the survey. Contact Development Services for assistance if not known.
- Location of fence and gates with measurements from setbacks and/or property lines.
- Include and label any significant/permanent features such as the house, driveway, other fences and structures

New fence with gates and
dimensions drawn on existing survey



SITE PLAN EXAMPLE

Site Plan

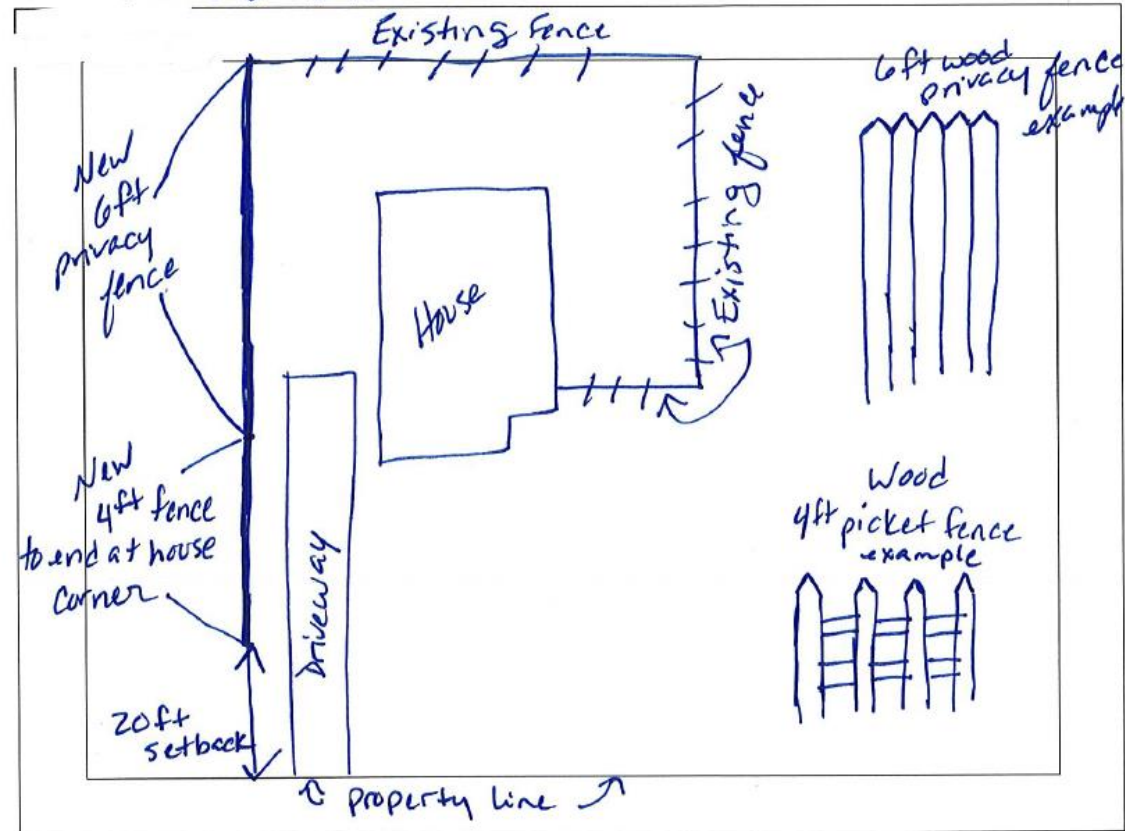
CITY OF LOCKHART - SITE PLAN

APPLICANT NAME: Jane Doe PHONE: 512-555-5555

SITE ADDRESS: 1234 Sesame St Lockhart TX

PERMIT NUMBER: _____

PROPOSED WORK: New wood picket fence 4ft tall transitioning to 6ft privacy fence at house corner.



PERMIT SUBMITTAL

- Completed applications can be emailed to permits@lockhart-tx.org or dropped off at the Development Services counter in City Hall.
- For questions or assistance, a preliminary application review can be provided on request.
permits@lockhart-tx.org or call 512-398-3461
- Applications that are not complete will not be accepted.
- Due to the high volume, permits are issued in the order received.

THANK YOU!

P.O. BOX 239 LOCKHART, TX 78644

308 W SAN ANTONIO STREET

9/24/2024