



City of Leavenworth

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Fence Application Checklist

Once you have gathered the required documents, please submit all documentation online via the City's [permit portal](#). Select '**Community Development Department**' When prompted to choose a connection.

Required Documentation:

- **Site Plan**

Provide a clear and legible plan that demonstrates the following:

- ☐ Label all property lines/boundaries and dimensions.
- ☐ Identify and label all public rights-of-way adjacent to the property, and public/private easements on the property.
- ☐ Identify the location, dimensions and height of all proposed fencing, as well as setbacks from property lines and other structures.
- ☐ On corner lots, identify the sight distance (clear view) triangle ([LMC 18.35.010](#)).

- **If using a contractor, please provide:**

- ☐ Active Contractor License Number (available on [L&I website](#))
 - ☐ Active City of Leavenworth Business License Endorsement (available on [DOR website](#))
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Fence Requirements:

- It is the property owner's responsibility to locate all property lines and easements.
- Fence height shall be limited to a maximum three and one-half feet in the front yard and a maximum six feet in the side, street side, and rear yards. Side and street side yard fencing shall be limited to three and one-half feet when located within the front yard setback area ([LMC 18.35.020](#)).
- Wood fences shall be separated from any structure with a minimum of four feet fire retardant treated wood or other nonflammable fencing material to reduce fire spread.
- Inspections are required to verify property lines, fence height and fence materials.
- The applicant is responsible for requesting inspections. A 24-hour notice is required for all inspection requests. Inspections are scheduled through the [Online Permit Portal](#).
- **Commercial fences** shall comply with LMC 14.08, Old World Bavarian Alpine theme. Administrative or Board approval is required for all fencing located within the commercial zones of the city. See [LMC 14.08.040\(C\)\(7\)](#) for design requirements and the [Design Review Options for Administrative Approval](#).

For questions, please contact the Building Division at building@cityofleavenworth.com
or call 509.548.5275