



# PERMIT GUIDE FOR Fences



## Overview

This guide was developed to help direct you through the permit application process to build a fence. Utilize the information below and the reference material provided on the following pages as you prepare your fence application.

### Fees

The application fee for a fence permit can be found on the Village of Pinehurst Fee Schedule, is auto-calculated when applying online, or can be obtained by calling the Planning Department.

### Application Requirements

- Completed application
- Permit fees
- Submit a set of plan(s) of sufficient clarity to indicate where the proposed fence will be located and the dimensions of the fence.
- A homeowner or contractor can apply and submit the required plans
  - Professional drawn plans are not required, but all plans must be legible.
  - Plans may be hand drawn or computer generated. Staff has provided an example of a site plan using Microsoft Word.

### Application Process

- A complete application is submitted by the applicant through the Village of Pinehurst Online Permitting Portal.
- The building and zoning staff will examine the fence application and plans.
- If the application and plans for the proposed fence conform to both the building code and the Pinehurst Development Ordinance (PDO), a development permit will be issued.
  - If the application and plans are insufficient or do not conform to the building code or PDO requirements the applicant will be notified and comments will be provided.
- Once the permit is issued, it is valid for 6 months. It is the applicant's responsibility to call in for inspections.
  - Inspection Hotline 910-295-3192 or
  - Request an inspection using the online permit center ([www.vopnc.org/permitcenter](http://www.vopnc.org/permitcenter)).

### Have Questions or Need Help?

If you have questions regarding your fencing project, please contact the Planning Department or Building and Inspections Department at 910-295-1900.

*Please note: Staff cannot assist in locating private property lines.*



# Requirements

## Zoning Requirements

There are seven approved fence styles, for specific requirements of each type of fence, please refer to Section 9.13 of the PDO ([www.vopnc.org/pdo](http://www.vopnc.org/pdo)):

- Board on board
- Shadow box
- Chain link
- Post and rail
- Brick/Stone wall
- Picket fence
- Wrought iron

Fence height is regulated:

- Front yard no greater than 3.5 feet
- Side yard no greater than 6 feet (4 feet in Historic District)
- Rear yard no greater than 6 feet
- Fences adjacent to a defined front yard – no greater than 4 feet



## Wire Fencing

- Wire fencing is not permitted.
- Wire on the inside of post and rail fencing is allowed.

## Historic District Requirements

Fences in the Historic District have different and additional requirements:

- A Certificate of Appropriateness is required
- Side yard fences are limited to 4 feet in height
- Vinyl fencing material is not allowed
- Board on board fencing is not permitted

## Plan Requirements

The submitted fence plans need to include the following:

- A site plan showing the location of the of the fence in relation to the home and the property/lot lines
- A graphic of the proposed fence that illustrates the style of fencing and the dimension of the fencing.
  - o Specifications need to show the height of the fence, the width of the boards, and the height of the posts (post cannot exceed 6 feet).

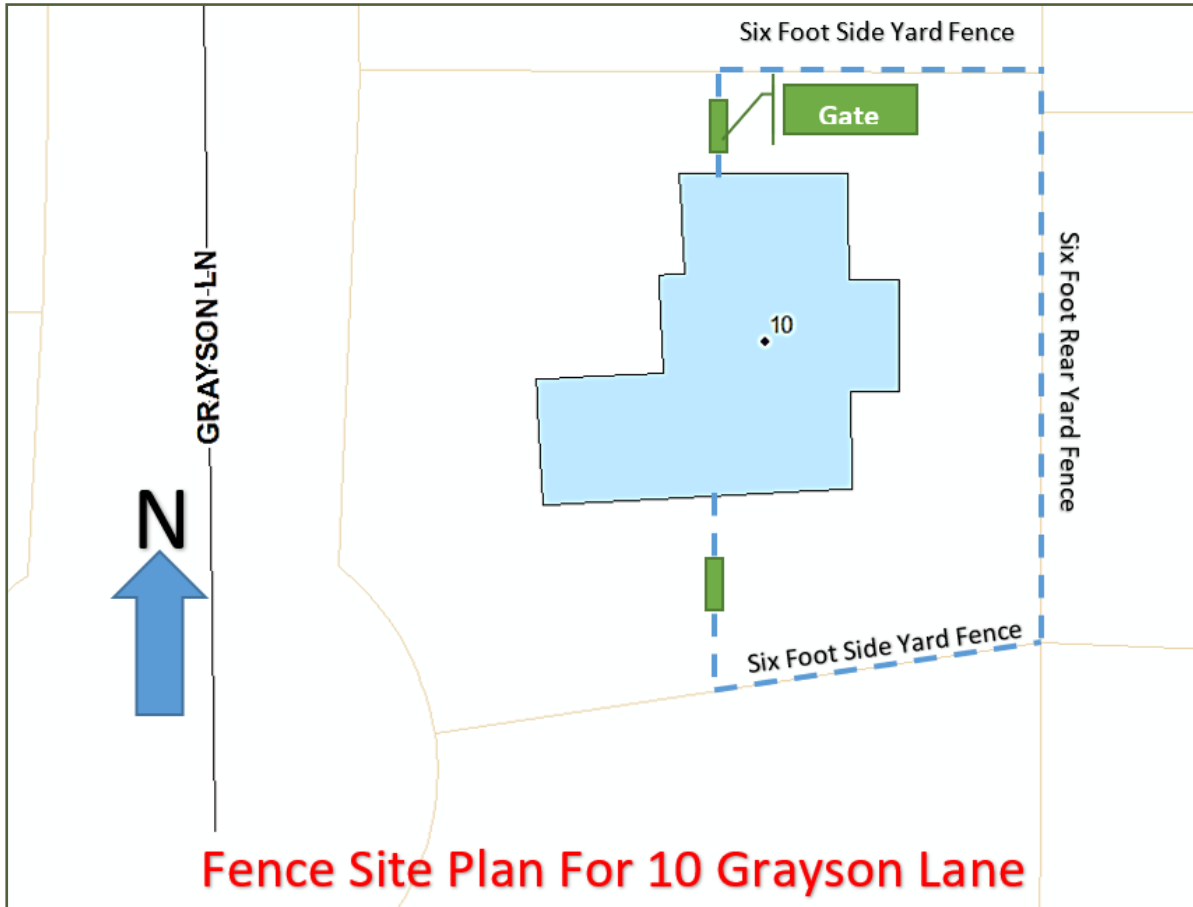
## Inspection Requirement

- Final Inspection – when the fence is complete and it has been stained or painted.
- It is the responsibility of the homeowner or contractor to contact staff and schedule an inspection by calling the inspection hotline at 910-295-3192.

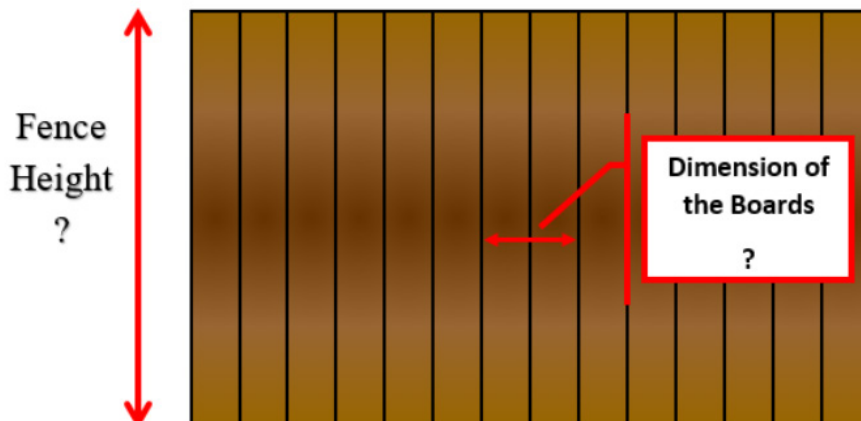
# Examples

## Example Site Plan

- Used Microsoft Word
- Used Moore County GIS as a map template
- [https://gis.moorecountync.gov/ConnectGIS\\_v6/Map.aspx?p=Moore\\_mgd](https://gis.moorecountync.gov/ConnectGIS_v6/Map.aspx?p=Moore_mgd)



Example Elevation of a Board on Board Fence



## Other Important Information

### Best Practices

- Review the PDO section on fences (Section 9.13)
- For fences in the Historic District please review the Historic District Guidelines and or contact the Planning Department.
  - Standards: [www.vopnc.org/Home/ShowDocument?id=9996](http://www.vopnc.org/Home/ShowDocument?id=9996)
  - Map: [www.vopnc.org/Home/ShowDocument?id=5208](http://www.vopnc.org/Home/ShowDocument?id=5208)
  - The historic district does not permit for vinyl material, solid wooden fences, or permit side yard fences over 4 feet in height
- The height of a fence shall be measured from adjacent grade to the highest point of fence.
- Fences, walls, and similar structures not over six (6) feet in height may project into the rear or side setback provided the lot does not abut a golf course or a lake. Fences, walls, and similar structures are prohibited in the rear setback if the lot abuts a golf course or a lake.
  - However fences, walls, and similar structures, may be erected if located within the required setbacks.
- The “good” or finished side of the fence needs to face outward toward the street and/or toward the neighboring properties.

### Things to Consider

- The Village of Pinehurst does not provide surveying services for the location of property lines.
  - It is the property owner’s responsibility to ensure the fence is located on their property.
- Fences are allowed to be placed up to the property lines, but in no case may the fencing extend over the property line.
- All fence and wall permits are forwarded on to Moore County for an additional review. Moore County reviews fence permits to ensure fences will not be placed over existing utility lines or within utility easements.
- Call NC 811 to locate utilities before digging.



For questions, contact the Village of Pinehurst  
Planning & Inspections Department at  
910-295-2581 or email [planning@vopnc.org](mailto:planning@vopnc.org).



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