



TOWN OF WOODWAY

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FENCE & WALL PERMIT INFORMATION

The following information is required when submitting a fence permit application:

- One copy of the Master Building and Clearing & Grading Permit application
- One copy of the Environmentally Critical Area checklist
- One copy of the Tree Permit Supplement
- Two site plans that show the following:
 1. Width and name of adjacent right-of-way
 2. Location of house & all other structures on the property
 3. Property Lines
 4. Setbacks of structures from property lines (per Woodway zoning)
 5. Proposed fence location, noting type of material, post placement, etc.
 6. Critical areas such as streams, steep slopes, wetlands, etc.

The submittal packet will be reviewed by the Town Public Works Director and/or Building Official to verify conformance with all relevant code requirements. You will be informed when the permit is approved and ready to be picked up. No work is to be done prior to permit issuance.

Permit & Review Fees

The fence permit fee is based on the valuation of the fence. Please see the current fee schedule for the applicable fees. Your permit fee provides a plan check, permit issuance, and one site inspection. Any additional inspections will have fees assessed based on the current fee schedule.

General Regulations

- If using a fence contractor, the contractor is required to have a Town of Woodway Business License.
- All perimeter (in a setback area) and property line fences and walls require a permit. Masonry and retaining walls in the setback may not exceed four (4) feet in height.
- Interior (not in the setback area) fences and masonry walls not exceeding six (6) feet in height do not require a permit.
- Interior (not in the setback area) retaining walls not exceeding four (4) feet in height and not supporting a surcharge do not require a permit.
- Fences, other than game court fences, may not exceed six (6) feet in height. Game court fences may not exceed twelve (12) feet in height and must comply with the setback requirements.
- Minor repairs do not require a permit.
- Please refer to WMC Chapter 14 under your zoning regulations for further details about fence types permitted, heights, etc.

Code Interpretations

- Fences are measured from the grade below them regardless of whether it is the original grade or not.
- The height of a retaining wall is measured to the low grade side if the wall is retaining a fill and to the high grade side if it is retaining a cut. If a fence is placed on top of a wall, the height of the wall shall be included as part of the fence, unless the fence is offset horizontally from the wall by at least the height of the wall.
- Swimming pool fences: valuation of fence needs to be included in pool valuation. You don't need a separate permit if the fence is shown on the swimming pool plans or if it is an interior fence. The fence must be in place and functional before the pool permit can be signed off.