



Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203
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FENCE PERMIT/POOL BARRIER PERMITS COMMERCIAL AND RESIDENTIAL/ RETAINING WALL CHECKLIST AND MINIMUM REQUIRED DOCUMENTS

For fence permit /pool barrier/retaining wall, submit the Commercial/Residential Accessory Structures permit application online via DallasNow and upload all required checklist documents for each permit type.

Fence Permit Requirements

1. A fence permit is required for fences exceeding 4 feet in height within a front yard or 6 feet in height in all other locations. The maximum allowable fence height is 9 feet.
2. Fences exceeding 9 feet in height require approval from the Dallas Board of Adjustment, a building permit, and plans sealed by a licensed professional engineer.
3. Prohibited Fence Materials: Sheet metal, Corrugated metal, Fiberglass panels, Plywood, Plastic materials (except approved preformed pickets or fence panels), Barbed wire and razor ribbon (concertina wire), except where specifically permitted by code.
4. All fences shall maintain required firefighting access to side and rear yards.
5. Proposed fences within Conservation Districts and Historic Districts will require the approval of a Certificate of Appropriateness, along with supporting documents. Designated floodplain areas may require additional approvals.

Required Fence Submittal Documents

- **Site plan** drawn to scale showing the proposed fence/wall, gates, easements, fire lanes, driveways, sidewalks, alleys, curbs, and visibility triangles (if applicable).
- **Plat map** (available from the City of Dallas Survey and Records Library, Oak Cliff Municipal Center, 320 E. Jefferson Blvd., Room 314, Dallas, TX 75203. For assistance, call 214-948-4150.
- **Written authorization** from the applicable utility company if the fence is proposed within an easement. All submitted plans and documents must be legible.
- **A detailed drawing of the typical elevation** of the fence panel to clarify certain items: Indicate fence height, grade levels, fence panel materials, and openness of the fence.

Pool Barrier Requirements (Commercial and Residential)

1. Provide a site plan (or floor plan for interior pools/spas) drawn to scale showing:
 - Property lines
 - The location of the pool/spa
 - All existing and proposed structures.
 - The location of the required pool barrier.
2. Provide elevation drawings and construction notes for the pool barrier, indicating:
 - Barrier height, material, required dimensions, and clearances.
 - All barrier details, including the height and location of the gate latch release mechanism.
 - Compliance with the applicable pool barrier requirements of the adopted code.

Retaining Wall Requirements

1. Provide a site plan drawn to scale showing the location of the proposed retaining wall in relation to property lines, easements, and existing structures.
2. Provide engineered plans sealed by a Texas-licensed professional engineer.
3. The plans shall include wall elevations, structural details, dimensions, materials, and any required drainage information.

Staff cannot accept incomplete or illegible documents