

STEPS TO BUILDING A DECK, FENCE, PATIO, ETC

1. Mark utilities. Call 800-Dig-Rite or www.mo1call.com/homeowners/index.php
2. Complete the **City of Wentzville Miscellaneous Permit Application**
3. Take the following to the City of Wentzville Public Works Department to obtain a Building Permit
 - a. All Attachments
 - b. Completed City of Wentzville Miscellaneous Permit Form
4. Complete the Architectural Change Application
5. Mail or email (faster) the Architectural Change Application, all required attachments and a copy of the City of Wentzville Permit to:
Glenhurst Homeowners Association
P.O. Box 103; Wentzville, MO 63385_
info@yourhoamanagementteam.com
6. **Once all required documents are received the Board of Directors will review your application. You will be contacted should more information be required. Once approved, you will receive an Approval Form and may proceed with your project.**

The City of Wentzville - Two (2) inspections are required for a fence permit.

1. **Fence location inspection.** This can be done by stringing a line or somehow marking the location of your fence (flagging, painting, etc.) so the Building Department can assist the homeowner with the proposed placement of the future fence. If property lines are in question a spot survey is recommended by a licensed land surveyor. **This inspection must be complete before you can erect posts/fence.**
2. **Final inspection** (once project is complete) for compliance with all applicable standards.

You must contact the City of Wentzville for the two inspections at 636-327-5102