

Customer Self Service (CSS)

To Apply for A Fence Permit:

To get started applying for a permit/license, click [here](#).

1. Click on Login, add email and password, click sign in.
2. On the top of the page, click the Apply drop down button.
3. Click on the permit you would like to apply for.
4. In the blue box, choose the location for the permit you are applying for.
5. Click the "Add Location".
 - On the next page, enter your address, then click the search icon .
 - Note:** clicking enter will not bring you to the correct page.
 - Choose the correct parcel, on the left side of the page, by checking the appropriate box.
 - Select **Add** button.
 - Verify that the information is correct

Click **Next**.

Add a complete description in the box provided that includes:

- If it is "New" or "Replace"
- Brief Description
- Add the total Valuation if known.

Click **Next**.

6. Verify that You, as the applicant, has populated.
Note: You must have a contact for property owner and applicant, even if you as the property owner are doing the work.

Click **Next**.

7. Fill in all the applicable information for length, height, and material.
Note: the items with a red * are required.

Click **Next**.

8. A site plan showing your property and where the fence will be located is required.



Need a Site Plan?

You may either print out an aerial view of your property to mark up a site plan, or, you may draw the plan out on a piece of paper, being sure to include existing buildings such as a house or garage, measurements, property lines, and the proposed location of the structure in question.

To obtain an aerial view of the property you are applying for, please go to [Land Records \(linncountyia.gov\)](http://landrecords.linncountyia.gov) and follow the instructions below:

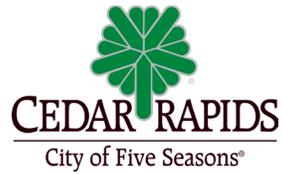
Follow the steps below to print out a copy of your aerial view to mark up your site plan.

1. Type the address of the subject property in the blank field in the upper left-hand corner of the page and hit ENTER.
2. Zoom in on your property.
3. Use the Snipping Tool to copy the area of your property.
4. Go to a new/blank document, and paste the aerial image onto the blank page
5. Mark the page up with the placement of your structure and pertinent measurements. This can either be done electronically, or you may print the page out and manually make the markings.
6. Save the marked-up site plan.
7. Once you saved the marked-up site plan, click "Add Attachment" in CSS.
8. Locate your site plan file and double click it.

****Our staff is happy to help you with this process if you do not have the ability to obtain an aerial view of your property. Please call 319-286-5836 for assistance.**

Click **Next**.

9. Review all information and press **Submit**.



Need Assistance?

Please contact:

For questions regarding permits/licenses:

Development Services

developmentservices@cedar-rapids.org

319-286-5780

For questions regarding payments:

Building Services

319-286-5831

bldgsrvs@cedar-rapids.org