

SELF-HELP FENCING & DIGGING PERMIT

APPROVAL FOR FENCING AND OBTAINING DIGGING PERMIT WITHIN FAMILY HOUSING

- Prior to any digging for fencing or groundwork, an Air Force IMT 332 and IMT 103 form, and a map (aerial view with dimensions of the fence) must be submitted and approved before installation.
- Coordination for a dig permit can be done via e-mail or by submitting them directly to the CE Customer Service desk located on Kadena AB, Bldg. 229 (Behind AAFES gas station)

1. Complete the BASE CIVIL ENGINEER WORK REQUEST, *AF IMT 332 for Housing records.

***Fill block # 1-3, 5, 7- 9, 11-13 and 27 on AF IMT 332 (Please ensure you sign block #13 and #27)**

2. Complete the BASE CIVIL ENGINEERING WORK CLEARANCE REQUEST, **AF IMT 103 for dig permit.

****Fill in date prepared and block # 1-3 and 5-7 on AF IMT 103 (Please ensure you sign block #5)**

3. Send AF IMT 103 (Dig permit) AND map directly to: 18CES.CECUSTOMERSERVICE@US.AF.MIL

Note: If required, technicians will mark the (yard) grounds to indicate buried utilities. Keep in mind that marked lines may disappear, especially after mowing or heavy rain, so it is recommended that you take a photo or re-paint over the lines yourself. Once the digging permit has been cleared by CE, it will then be routed to the Housing Office. The area housing inspector will review the request and contact you to authorize installation. You will have 30 days to complete the installation work; contact area inspector for final inspection.

SPECIFICATIONS FOR CHAIN LINK FENCE

1. Self-Help fencing projects are **HAND DIG ONLY** up to **MAXIMUM DEPTH** of 24".
2. Chain link fences are to be located at the rear of quarters **ONLY**.
3. Fence must be at least 3 feet away from any existing government fence or perimeter walls.
4. Use only chain link fencing with 1 ½" or 2" galvanized metal posts.
5. Fence posts must be anchored in concrete and must have top caps.
6. Fence must have a top rail with 1 ½" or 2" galvanized pipe with **NO** exposed chain link at the top of the rail.
7. Fence cannot exceed four feet in height must have at least one gate made of the same material as the fence.