



**Building Department  
CHECKLIST FOR FENCE PERMITS**

**Pre-Approval required by:  
Planning Department**

**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR #
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Commercial/residential
- Note if fence is being installed as a pool barrier
- Note if it is a temporary/construction fence
- Note fence height and total length
- Note type of fence material
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Fence form or property survey showing location of the fence and gates.
- Original plans signed and sealed by a Florida licensed Architect/Engineer, if a concrete block wall fence. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal)
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\*\*If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder affidavit.**
- Debris Form

**NOTES:**

- If the fence goes over multiple parcels, a permit will be required for each parcel.
- Fence permits must be submitted at the same time as the pool permit if the fence is going to be used as a pool safety barrier.
- If the fence is located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.
- If commercial and if the fence impedes Fire Department access to the structure, the permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire department and paid directly to the Fire Department.

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***