



CITY OF PORT ST. LUCIE BUILDING DEPARTMENT

Counter Checklist for Residential Fence Permits

PERMIT APPLICATION – The following sections must be completed on the Permit Application:
<ul style="list-style-type: none"> • Permit number and pin number, C# if applicable – for office use only
<ul style="list-style-type: none"> • Property address
<ul style="list-style-type: none"> • Legal description
<ul style="list-style-type: none"> • Owner’s information
<ul style="list-style-type: none"> • Contractor’s information
<ul style="list-style-type: none"> • Architect/Engineer’s information
<ul style="list-style-type: none"> • Printed name and applicant’s initials next to City Code of Ordinance 158.216, 158.203 and 158.204
<ul style="list-style-type: none"> • If the fence being used as a Child Safety Barrier
<ul style="list-style-type: none"> • Is the fence being installed on a corner lot
<ul style="list-style-type: none"> • Material being used
<ul style="list-style-type: none"> • Valuation
<ul style="list-style-type: none"> • Application date and received by, for office use only
<ul style="list-style-type: none"> • Notarized Contractor/Homeowner builder signature
PLANS AND DOCUMENTS – Provide 2 copies:
<ul style="list-style-type: none"> • Property Survey or Accessory Use Map showing the location of the fence.
<ul style="list-style-type: none"> • Pool Alarm Affidavit, if the fence will be used as a Child Safety Barrier
<ul style="list-style-type: none"> • Recorded Notice of Commencement for work valued more than \$2500
NOTES:
<ul style="list-style-type: none"> • Fence permits must be submitted with the pool permit if the fence is going to be used as a Child Safety Barrier and is being installed during the construction of the pool.
<ul style="list-style-type: none"> • Properties located on a corner lot require Plan Review to sign off on the Property Survey/Accessory Use Map prior to the permit being processed.
THIS CHECKLIST IS INTENDED FOR BUILDING DEPARTMENT USE ONLY. ADDITIONAL DOCUMENTS MAY BE REQUESTED AT ANYTIME DURING THE PERMITTING PROCESS. ANY EXCEPTIONS MUST BE APPROVED BY A SUPERVISOR.

Updated 7/13/2018 YP