



Building Department CHECKLIST FOR PERIMETER WALL PERMITS

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

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Business name, if commercial
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Type of wall material
- Height
- Length
- Footing size, if applicable
- Is the wall installed as a pool barrier
- Will the wall be installed on a corner lot
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Approval from Planning & Zoning with approved site-plan, commercial projects only. (The site-plan must show the location of the wall.)
- Plot plan or survey showing the location of the privacy wall.
- Plans signed and sealed by a Florida licensed Architect/Engineer.
- Preferred method: Digitally stamped signed and sealed plans submitted Online through the Contractor E-permitting portal.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)

NOTES:

- Site address must be verified with Addressing prior to processing a privacy wall/fence permit.

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.