Building Department Checklist
For Fence Application (Zoning)

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

- For office use only - Permit number and pin number, C# if applicable
- Property address
- Legal description
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Printed name and applicant's initials next to City Code of Ordinance 158.216, 158.203, and 158.204, 55.01, 55.02, 55.03.
- Is the fence being installed on a corner lot
- Material being used
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

PLANS AND DOCUMENTS

- Property survey or accessory use map showing the location of the fence
- Recorded Notice of Commencement for work valued at $5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing the homeowner's name from the property appraiser's website must be submitted, along with HOB Affidavit.**

NOTES:

- Fence applications must be submitted with the pool permit if the fence is going to be used as a pool safety barrier and is being installed during the construction of the pool.

PROVISIONS FOR FENCES INSTALLED WITHIN UTILITIES OR DRAINAGE EASEMENTS:

- The City has reserved the right to use and/or cross land owned by others for stormwater/ drainage facilities, water utilities, sewer facilities, reuse facilities,

access, maintenance, or other such purposes in the form of city-owned easements.

- Unpermitted alterations or improvements that limit or hinder the use of the city-owned easements are prohibited.
- Alterations or improvements within a 20-foot-wide city-owned easement may be allowed if the property owner is granted a revocable encroachment permit.
- Upon request from the city, the property owner shall remove permitted or unpermitted alterations or improvements within the city-owned easement. The cost of removing permitted or unpermitted alterations or improvements within easements shall be that of the property owner.
- It shall be a violation of City Code of Ordinance Chapter 55 for any structure, object, feature, or material to be placed upon, over, or beneath the surface of any city-owned easement unless authorized by a revocable encroachment permit, a contract with the city, other approval of the city, or specific legal authority.
- If a property owner fails to remove and restore the easement areas as required by Chapter 55, the city shall take any actions deemed necessary and appropriate to remove and restore the easement area and may collect the costs of such removal and restoration from the owner of the property.

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.