



## CITY OF PORT ST. LUCIE BUILDING DEPARTMENT 2018 Counter Checklist for Residential Fence Permits

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| <b>PERMIT APPLICATION</b> – The following sections must be completed on the Permit Application:   |
| <ul style="list-style-type: none"> <li>• Permit number and pin number, C# if applicable – for office use only</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Property address</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Legal description</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Owner’s information</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Contractor’s information</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Architect/Engineer’s information</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Printed name and applicant’s initials next to City Code of Ordinance 158.216, 158.203 and 158.204</li> </ul>   |
| <ul style="list-style-type: none"> <li>• If the fence being used as a Child Safety Barrier</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Is the fence being installed on a corner lot</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Material being used</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Valuation</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Application date and received by, for office use only</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Notarized Contractor/Homeowner builder signature</li> </ul>  |
| <b>PLANS AND DOCUMENTS</b> – Provide 2 copies:  |
| <ul style="list-style-type: none"> <li>• Property Survey or Accessory Use Map showing the location of the fence.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Pool Alarm Affidavit, if the fence will be used as a Child Safety Barrier</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Recorded Notice of Commencement for work valued more than \$2500</li> </ul>  |
| <b>NOTES:</b>   |
| <ul style="list-style-type: none"> <li>• 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.</li> </ul> |
| <ul style="list-style-type: none"> <li>• 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.</li> </ul>                            |
| <b>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.</b>                            |

Updated 7/13/2018 YP