

CITY OF SAFETY HARBOR
BUILDING DEPARTMENT

Fence/Wall Permit Completeness Form

750 Main Street, Safety Harbor, Florida 34695 (727) 724-1515

DATE _____

PERMIT # _____

Notes:

- **Incomplete applications will not be accepted. If after submittal, it is determined that the application is incomplete, the contractor will be called to pick up the application.**
- **Fences are subject to Land Development Code Section 36.03.**
- **All fences are subject to a final inspection.**
- **If the fence requires Homeowner Association approval, it is the property owner's responsibility to obtain approval prior to submitting for a permit.**
- **Masonry walls or walls with columns are considered "city-county" permits that begin with a city review and are then submitted to Pinellas County to ensure consistency with the Florida Building Code.**

REQUIRED INFORMATION

Permit application

One (1) Survey showing:

- Property lines and all existing building footprints.
- Easements
- Existing fence/wall locations
- Proposed fence/wall locations including fence material, height, and length
- If the fence is chain link, indicate the vinyl coating color (if any)
- Proposed gate including materials, height, and direction of gate sweep
- Platted alleyways
- Existing sidewalks
- Existing roadways
- Section cut showing fence/wall height (see example of page 3)
- Proposed setback between proposed fence/wall and platted alleyways
- Proposed setback between proposed fence/wall and sidewalk
- Location, materials, dimensions, and height of proposed wall columns
- A notation that the finished side of the fence will face outward

- If the fence is proposed in a utility easement, at time of submittal, an unrecorded and partially filled out “License Agreement for Improvements Within the City Utility Easement” is required. After the permit is approved, staff will provide an “Exhibit A” to the applicant to attach to the agreement. Prior to final inspection, the applicant will the city a copy of the notarized and recorded copy of the agreement.
- Owner Builder Affidavit (if applicable)
- Notice of Commencement if over \$2,500 (recorded at Pinellas County)

I confirm that all required documents are included in this submittal and I understand that my application will be returned if it is incomplete.

Signature of Applicant

Date

FENCE SECTION CUT

