



**PLANNING AND DEVELOPMENT
SERVICES DEPARTMENT**
Building and Code Regulations Division
2300 VIRGINIA AVE.
FORT PIERCE, FL 34982
(772) 462-1553

CHECKLIST FOR FENCE PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application: <https://stluciecountyfl-energopub.tylerhost.net/Apps/SelfService#/home>

- Site address
- Description (For Pool Safety Barrier be sure to indicate in the description; failure to do so will result in permitting delays.)
- Valuation (This value will be updated based on the ICC Fee Table)
- Owner's information
- Contractor/Owner-Builder information
- Fence Type
- Fence Height
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide Digital plans:

- Fence survey affidavit
- Property survey or site plan 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.)
- product information sheet for fence, gate, and latch.
- ****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.**

PROVISIONS FOR FENCES INSTALLED WITHIN UTILITIES OR DRAINAGE EASEMENTS:

- Fences erected in any Easement's require a Revocable License Agreement.

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.