



City of Lake City - Growth Management
173 NW Hillsboro St. Lake City, FL 32055
Ph: 386-719-5750 Email: Permits@lcfla.com

FENCE APPLICATION

Permit #: _____

Site Address:		
Legal Description (Section/Block/Lot):		Parcel ID:
Owner's Information		
Name:	Email:	Phone:
Address:		
Contractor's Information		
Name:	Email:	Phone:
Address:		State License no.
Architect's/Engineer's Information:		
Name:	Email:	Phone:
Address:		State License no.
PROJECT INFORMATION		
I, _____, intending to be legally bound, certify that the work authorized by the issuance of this permit will be installed in accordance with the City of Lake City Code of Ordinances		
Type of fence material: ☐ Chain link ☐ Wood ☐ Vinyl/PVC ☐ Aluminum ☐ Wrought iron ☐ Other: _____		
Fence is being installed on a corner lot: ☐ Yes ☐ No		Fence height: _____
		Total Valuation \$ _____
APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER		
Contractor Signature _____ Date _____		Owner or Owner's Authorized Representative Signature _____ Date _____
Print Name _____		Print Name _____
Notary Public, State of Florida _____		Notary Public, State of Florida _____
STATE OF FLORIDA, County of _____		STATE OF FLORIDA, County of _____
[NOTARIAL SEAL]		[NOTARIAL SEAL]
The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.		The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.
FOR OFFICE USE ONLY		
PERMIT FEE \$ _____		
Application date: _____ Rec'd by: _____		



Building Department CHECKLIST FOR FENCE PERMITS

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

- For office use only - Permit number
- Property address
- Legal description
- Owner's information
- Contractor's information
- Architect/Engineer's information
- 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 permits 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.