

## Fence Submittal Guide

RESOURCES folder in ePlan can assist with file naming, applicant tasks, and other helpful information.

In ePlan, select the **APPLICATION DOCUMENTS FOLDER** and upload the following required **forms** as individual properly named pdf files:

- Residential Permit Application or Commercial Permit Application (include proposed fence height, style, and material of fence in scope of work)
- Property Appraiser's printout with legal description
- Power of Attorney Form (if someone other than the license holder is the applicant)
- Owner Builder Affidavit (must visit us in person with valid government issued identification)
- Historical / Archaeological Form (required if breaking ground in any way during construction and all fence submittals)
- Fence in Easement Estoppel Form signed by the property owner of record- if applicable
- Fence Checklist- found under our Forms and Applications
- Recorded and Certified Notice of Commencement [or] signed contract for less than \$5,000.00 – submitted to the Building Division prior to scheduling of first inspection. This may be emailed to [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov), faxed to **407-665-7486**, or submitted in person

In ePlan, select the **DOCUMENTS FOLDER** and upload the following plans as individual properly named PDF files:

- Certified survey (no age limitations) showing:
  - The exact location of the proposed fence, height, style of fence, and gates if located over a driveway
  - Setbacks measured from the property line to the fence location
  - Contact Zoning with the Planning Division for setbacks of a property or any certified survey questions at 407-665-7371

**Note:** All fence contractors listed on the application, must be current in the County's license database. This includes a business tax receipt, a current **License Administration Form**, Worker's Compensation insurance, and General Liability are required. This may be emailed to [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov) or submitted in person.