

Fence Submittal Guide

If you are not applying as an Owner Builder, you will initiate your request through [Building Permits Online](#). This is where you will make any online payments for the building submittal as well

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
- Permit Authorization form- for all applicants
- 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, 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 or submitted in person.