



Community Development Zoning Division

18400 Murdock Circle, Port Charlotte, FL 33948-1094
Building Phone: 941.743.1201 | Fax: 941.764.4907
Zoning Phone: 941.743.1964 | Fax: 941.743.1593
Zoning@CharlotteCountyFL.gov
www.CharlotteCountyFL.gov

For Office Use Only

Permit Number
20 _____
Application Date

Zoning Tech. Signature

RESIDENTIAL FENCE PERMIT APPLICATION

Application Checklist

- ☐ Completed permit application
 - ☐ Site plan drawn to scale or survey showing location of proposed fence (2 copies)
 - ☐ Accessory Affidavit
 - ☐ Notice of Commencement (If construction cost is over \$5,000.00)
 - ☐ Copy of Release of Easement (if applicable)
- Will this fence be used as a baby barrier?
☐ Yes ☐ No

Job Site Details

Description of work to be completed _____
(Type of material, height of fence & number of gates)

Address: _____
(Address) (City) (State) (Zip)

Parcel ID: _____ Building #: _____ Unit #: _____ Construction Cost: _____

Owner Information

Name of Property Owner: _____

Address: _____
(Address) (City) (State) (Zip)

Email: _____ Phone Number: _____

Contractor Information

Name of Contractor: _____

Address: _____
(Address) (City) (State) (Zip)

Email: _____ Phone Number: _____

Contractor's License Number: _____ Fax Number: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

Owners' affidavit: I hereby certify that all the foregoing information is accurate and that all work will be completed in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

NOTICE: In addition to the requirement of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the County, and there may be additional permits required from other governmental entities such as water management districts, state, or federal agencies.

Under penalties of perjury, I declare that I have read the foregoing document and that facts stated are true, correct, and in compliance with the applicable regulations. F.S.92.525

Contractor/Owner Builder Signature: _____ Date: _____
Print Name: _____

NOTICE: Permit is void if construction is not started within 180 days or does not receive an approved inspection within 180 days from date of issue. An approved inspection will extend the permit for an additional 180 days. Starting work prior to issuance of a permit may result in a penalty fee of up to four times the permit fee.



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Affidavit of Applicant

I, the undersigned, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application may be considered, and that if I am not the owner of the property, I have attached a notarized authorization from the owner(s) to submit with this application.

State of _____, County of _____

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 who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Signature of Applicant

Printed Name of Notary

Commission Number

Property Owner's Consent

I, _____ (print name), property owner of _____ do hereby give _____ permission to file this application to allow the use of this property for: _____.

State of _____, County of _____

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 who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Signature of Property Owner

Printed Name of Notary

Commission Number



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Affidavit for Accessory Structures

Property Address: _____
(Address) (City) (State) (Zip)

Owners' Name: _____

Owner/Agent Signature: _____

I, the undersigned applicant, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, contractor, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all site plans, sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. Any costs, expenses, liens, lawsuits, and liabilities that arise from the issuance of this permit regarding building location is the sole responsibility of the contractor and property owner. It is also understood that the County does not verify the final location of structures or their setbacks and that all structures must be located in compliance with required setback regulations, and that all permit and license requirements apply. Additionally, the structure covered by this affidavit shall be compliant with all county codes and regulations. If non-compliance is discovered, a code enforcement case may be opened and pursued. Under penalties of perjury, I declare that I have read the foregoing document and that facts stated are true, correct and in compliance with the applicable regulations. F.S.92.525

Please initial each statement below if applicable:

<i>Initials</i>	Where a property survey is not available, all site plans, drawings or sketches must be drawn to scale and shall include all buildings, easements, and setbacks. Note: Real Estate Services may be contacted at 941-764-5588 for information regarding easements.										
<i>Initials</i>	The above-described property does not require the removal of any trees (four caliper inch or greater and/or installed for tree points) for the proposed accessory structure construction on occupied residential lots. Note: If tree(s) need to be removed and/or lot clearing is required, please complete, and submit a Tree Permit Application.										
<i>Initials</i>	Structures that do not require a zoning inspection, please check the applicable item below unless the permit is an after the fact with an open code case. <table border="0"><tr><td>☐ Sheds Under 250 Square Feet</td><td>☐ Carport in Mobile Home Park</td></tr><tr><td>☐ Boat Dock (Replacement ONLY)</td><td>☐ Fence (Excludes Baby Barriers)</td></tr><tr><td>☐ Boat Lift (Natural Body of Water or Replacement ONLY)</td><td>☐ Non-Structural Slab/Driveway</td></tr><tr><td>☐ Canopy/Boat Canopy</td><td>☐ Shed Under Carport</td></tr><tr><td></td><td>☐ Seawalls/Rip Rap</td></tr></table>	☐ Sheds Under 250 Square Feet	☐ Carport in Mobile Home Park	☐ Boat Dock (Replacement ONLY)	☐ Fence (Excludes Baby Barriers)	☐ Boat Lift (Natural Body of Water or Replacement ONLY)	☐ Non-Structural Slab/Driveway	☐ Canopy/Boat Canopy	☐ Shed Under Carport		☐ Seawalls/Rip Rap
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Some Requirements for Residential Fences

Fences and walls follow Charlotte County Code of Laws & Ordinances, Chapter 3-9, Article III, section 3-9-72.

Chain Link and Wood Fences must be six feet (6'), or less, in height.

Height is measured from natural grade (Masonry fences are considered Walls and require a Building Permit).

All fences and walls shall be installed with the finished side facing the adjacent property or the public right-of-way. All fence posts must be located on the inside of the fence facing the property on which the fence is located unless the fence is designed and constructed to look the same on both sides. No element of fences and walls shall encroach on an adjacent lot or right-of-way.

Gates, columns, posts, and finials may exceed the maximum height of the fence by no more than one foot (1'). Pergolas or arches associated with a gate or entrance may be permitted up to ten feet (10') in height.

If the property abuts a waterbody, no fence or wall greater than four feet (4') in height shall be permitted closer than ten feet (10') to the Mean High-Water line, seawall, or the property line, whichever is more restrictive.

In all residential districts except Residential Estate (RE), side and rear setback requirements shall not apply to fences and walls six feet (6') high or less behind the minimum front setback line.

Front setback requirements shall not apply to opaque fences or walls three feet (3') high or less or non-opaque fences or walls four feet (4') high or less.

Properties located within the Babcock, Charlotte Harbor CRA, and Manasota Key Overlay will need additional review for compliance.

Please see the Zoning Department for details.



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Charlotte County, Florida Charlotte County Easement Encroachment Agreement (For a Residential Fence ONLY)

I, _____ as owner of the
(Print name of property owner)

_____ located at _____ agree,
(Specify type of easement) (Property address)

on this _____ day of _____, 20____, that I will move or replace said equipment at my own expense, in the event that Charlotte County or the easement holder ever deems it necessary to utilize the easement at the above premises. I also agree to release and hold harmless the easement holder. This agreement shall run with the land.

Said property is located at the following address:

(Street Address) (City/Town) (State) (Zip Code)

Owner's Signature: _____

State of _____, County of _____
The foregoing instrument was acknowledged before me, by means of physical presence ____ or online notarization ____, on ____ day of _____, 20____, by _____ who is personally known to me ____ or who has produced _____ as identification and who did ____/did not ____ take an oath.

Notary Signature: _____ Notary Stamp:

NOTE: This agreement must be recorded by the property owner with the Clerk of the Circuit Court prior to issuance of a residential fence permit, or placing the equipment in the easement, or obtain a Certificate of Occupancy, as may be applicable.

NOTICE OF COMMENCEMENT

State of Florida

Permit Number: _____

County of Charlotte

Tax Folio or Parcel Number: _____

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. **Description of Property** (a complete legal description or parcel number; and a complete street address with city/state/zip code, if available):

2. **General Description of Improvement:** _____

3. **Owner Information:**

a. **Name:** _____

b. **Address:** _____ **City/State/Zip Code:** _____

c. **Interest in Property:** _____

d. **Name and Address of Fee Simple Title Holder** (if different from the Owner listed above): _____

4. **Contractor Information:**

a. **Name:** _____ **Phone Number:** _____

b. **Address:** _____ **City/State/Zip Code:** _____

5. **Surety Information:**

a. **Name:** _____ **Phone Number:** _____

b. **Address:** _____ **City/State/Zip Code:** _____

c. **Bond Amount:** \$ _____

6. **Lender Information:**

a. **Name:** _____ **Phone Number:** _____

b. **Address:** _____ **City/State/Zip Code:** _____

7. **Persons within the State of Florida Designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:**

Name/Address/Phone Number: _____

8. **In addition to himself/herself, Owner designates the following to receive a copy of Lienor's Notice as provided in Section 713.13(1)(b) Florida Statutes:**

Name/Address/Phone Number: _____

9. **Expiration Date of Notice of Commencement** (the expiration date is one year from the recording date unless a different date is specified here):

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature of Owner or Lessee, or Owner's or Lessee's Authorized
Officer/Director/Partner/Manager

Printed Name

Company Name and Title

State of _____, County of _____ Sworn to (or affirmed) and subscribed before me, by means of

☐ physical presence or ☐ online notarization, this _____ day of _____, 20 _____ by _____,
(name of person making statement)

☐ personally known, or ☐ produced identification with type of identification _____.

Signature of Notary Public

Printed or Stamped Commissioned Name of Notary Public