



Community Development Department Zoning Division

18400 Murdock Circle | Port Charlotte FL 33948
Building Phone: 941.743.1201 | Building Fax: 941.764.4907
Zoning Phone: 941.743.1964 | Zoning Fax: 941.743.1598
BuildingConstruction@CharlotteCountyFL.gov
CharlotteCountyFL.gov

For Office Use Only

Permit Number _____
20 _____
Application Date _____
Zoning Tech. Signature _____

RESIDENTIAL FENCE PERMIT APPLICATION (Page 1 of 6)

Application Checklist

- Permit application
- Site plan drawn to scale with accessory affidavit or survey showing location of proposed fence (2 copies)
- Notice of Commencement (if work valuation is over \$2,500.00)
- Copy of Release of Easement (if applicable)

Job Site Details

Description of work to be done _____
Address: _____
Number & Street _____ Type:(St., Dr., Pkwy., Blvd., etc.) _____ City _____ State _____ Zip _____
Parcel ID: _____ Building #: _____ Unit #: _____ Construction Cost: _____

Owner Information

Name: _____
Address: _____
Number & Street _____ Type:(St., Dr., Pkwy., Blvd., etc.) _____ City _____ State _____ Zip _____
Email: _____ Phone No. : _____

Contractor Information

Name: _____
Address: _____
Number & Street _____ Type:(St., Dr., Pkwy., Blvd., etc.) _____ City _____ State _____ Zip Code _____
Email: _____ Phone No. : _____
Contractor's License No.: _____ Fax No.: _____

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 done 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 INTENT TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN 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 this 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: _____

(Owner's signature only if owner is acting as contractor. **An Owner-Builder Disclosure Statement will be required)

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 for Structures (Page 3 of 6)

Applicant's Name: _____

Note: all site plans, drawings or sketches must be drawn to scale and shall include all buildings, easements and setbacks. Real Estate Services may be contacted at 941.764.5598 for information regarding easements.

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 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 are 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 compliant 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 conde enforcement case may be opened and pursued.

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RETURN COMPLETED FORM TO THE ZONING OFFICE



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Some Requirements for Residential Fences (Page 5 of 6)

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. Pergolas or arches associated with a gate or entrance may be permitted up to ten feet in height.

If the property abuts a waterbody, no fence or wall greater than four feet in height shall be permitted closer than 10 feet 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 high or less behind the minimum front setback line, except for a corner lot where a side property line abuts a road, the setback shall be a minimum of 7.5 feet of the property line.

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

Properties located within the Charlotte Harbor CRA and Manasota Key Overlay will need additional review for compliance. See zoning counter for details.



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Easement Encroachment Agreement (For Residential Fences ONLY) (Page 6 of 6)

I, _____ as owner of
(please print name of property owner)

the _____ located at _____
(specify type of easement) (address of property)

agree, on this day _____ 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:

Number & Street Type:(St., Dr., Pkwy., Blvd., etc.) City State Zip

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Owner's Signature: _____ Date: _____

Print Name: _____

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. .