



Fence Guidelines

Residential

Building Permits are to be applied for using the City of Sanford online portal:
www.citizenserve.com/sanford

SUBMITTAL REQUIREMENTS

(The following paperwork shall be uploaded in .pdf format for review)

- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- Site plan indicating where the fence will be located on the property.
- Residential Fence Checklist
- Residential Fence Affidavit
- Fences over 6 feet in height will require digitally signed & sealed electronic plans

**** Please Note – Field Inspections are not conducted for Residential Fences**

Repairs

No Permit is required for Fence Repairs. A Fence Repair is qualified by one or more of the following:

- Replacing individual slats; no more than 10% of the entire fence
- Replacing a section; no more than 3 sections of the entire fence. A section is defined by the fencing material between 2 posts.
- Replacing a post; no more than 4 posts total. Posts must be placed in or directly around the removed post without encroaching on neighbor's property.
- Replacing a gate

****Please contact the Building Division if you have any questions on Fence Repairs****



CITY OF
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BUILDING DIVISION

Residential Fence Checklist

(To be filled out by the applicant)

Fences must be compliant with the City Land Development Regulations, Schedule F

Type of Fence: ☐ Wood
☐ Metal
☐ PVC/Vinyl
☐ Iron
☐ Other: _____

Fence Height: _____

Gates: _____

Total Linear Feet: _____

Additional Information: _____

**** Fences installed in the Historic District will require approval by the Historic Preservation Board ****



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Residential Fence Affidavit

(6 Feet or Less in Height)

Permit #: _____

Address: _____

I _____, hereby affirm that all of the foregoing information is true and accurate. The fence will be installed in the approved location as shown on the approved site plan. The fence will be no higher than 6 feet, measured from grade. The finished side of the fence is required to face out. It is the homeowner's responsibility to verify the fence is placed within the property lines and any disputes between adjacent homeowners will be a civil matter. I understand that failure to properly follow these guidelines and adhere to all city codes (Sanford Land Development Regulations, Schedule F) could result in the fence having to be replaced, relocated or removed at the owner's expense.

☐ Fence Contractor

By signing this affidavit, you are acknowledging you have made the homeowner aware of the fence affidavit stipulations as stated on this document.

Company / Contractor: _____

Contractor Signature: _____ Date: _____

☐ Homeowner (owner/builder)

Owner/Builder Name: _____

Owner / Builder Signature: _____ Date: _____

Please Note:

The building department will not conduct any inspections on residential fences. This affidavit must be provided, signed and notarized, at the time of permit submittal and will suffice as the final inspection approval for the fence.

State of Florida County Of _____

Sworn to and Subscribed before me this _____ day of _____ 20____ by:

_____. Who is ☐ Personally Known to me or has ☐ Produced (type of identification) _____ as identification.

Signature of Notary Public
State of Florida

(SEAL)

Print/Type/Stamp Name
of Notary Public