



## COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT

506 W. BERCKMAN STREET

FRUITLAND PARK, FL 34731

PHONE: (352) 360-6727

FAX: (352) 360-6652

Email: [permits@fruitlandpark.org](mailto:permits@fruitlandpark.org)

### Fence Permit Checklist

1. A COMPLETED SIGNED AND NOTARIZED PERMIT APPLICATION
2. SIGNED FENCE PERMIT FACT SHEET SIGNED AND **INITIALED BY HOMEOWNER**
3. SITE PLAN SHOWING LOCATION, HEIGHT AND TYPE OF FENCE, AS WELL AS ALL PROPERTY LINES. IF ADDING GATES INDICATE GATE LOCATION AND HEIGHT.
4. A NOTICE OF COMMENCEMENT MUST BE RECORDED WITH LAKE COUNTY AND DISPLAYED UPON FIRST INSPECTION IF JOB EXCEEDS \$2,500.  
<https://cdn.lakecountyfl.gov/media/lbrbgx41/bf29-notice-of-commencement-ada.pdf>  
(Email a copy of the recorded NOC to [PERMITS@FRUITLANDPARK.ORG](mailto:PERMITS@FRUITLANDPARK.ORG) )
5. AN OWNER BUILDER DISCLOSURE **IF PERMIT IS APPLIED FOR BY THE OWNER**
6. PROOF OF PROPERTY OWNERSHIP; PROPERTY RECORD CARD or WARRANTY DEED  
( Property record card can be found at <https://www.lakecopropappr.com/> )
7. COPY OF ANY ARC, ARB, OR HOA APPROVAL , IF APPLICABLE.

PLEASE REQUEST INSPECTIONS BY SENDING AN EMAIL TO [PERMITS@FRUITLANDPARK.ORG](mailto:PERMITS@FRUITLANDPARK.ORG)  
INSPECTIONS WILL BE PROCESSED AS QUICKLY AS POSSIBLE, TYPICALLY THE NEXT BUSINESS DAY.

**\*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**

NOTICE: In addition to the requirements 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 agencies, or federal agencies.

☐ Commercial

☐ Residential

Email Inspection Requests:  
permits@fruitlandpark.org



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Permit Number

Project Address

Applicant Email Address

Project Description

# Fence

Owner's Name

Mailing Address

City, State, Zip

Telephone

Estimated Cost of Project

\$

ALT KEY #

FENCE CONTRACTOR NAME

ADDRESS

PHONE

LICENSE #

Additional Information

**Signature of  
Applicant**

X \_\_\_\_\_

Date \_\_\_\_\_

PRINTED NAME OF APPLICANT

**PLEASE SCHEDULE FINAL INSPECTION WITHIN 7 DAYS OF COMPLETING WORK.**

NOTE: CALL 811 BEFORE YOU DIG! KEEP YOUR PERMIT CARD POSTED

AND VISIBLE FROM THE ROAD WHILE YOUR FENCE IS BEING CONSTRUCTED.

**WARNING TO OWNER:** Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. Permits expire 6 months after issuance.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification and who did \_\_\_\_\_ or did not take an oath.

(Seal)

Notary Public

# **CITY OF FRUITLAND PARK**

## **FENCE PERMIT FACT SHEET**

Address: \_\_\_\_\_

Zoning: \_\_\_\_\_ Permit Number: \_\_\_\_\_

**IT IS THE APPLICANT'S RESPONSIBILITY TO CALL 811 FOR UTILITY LOCATES PRIOR TO DIGGING!**

Check the appropriate boxes:

<b><i>Residential</i></b>		<b><i>Commercial</i></b>	
<b>Type</b>	<b>Height</b>	<b>Type</b>	<b>Height</b>
<input type="checkbox"/> Chain Link	<input type="checkbox"/> 4' Required in Front	<input type="checkbox"/> Chain Link	<input type="checkbox"/> 4'
<input type="checkbox"/> Wooden Privacy	<input type="checkbox"/> 6' Rear and Side ONLY	<input type="checkbox"/> Wooden Privacy	<input type="checkbox"/> 6'
<input type="checkbox"/> Picket		<input type="checkbox"/> Picket	<input type="checkbox"/> 8'
<input type="checkbox"/> Split Rail		<input type="checkbox"/> Split Rail	<input type="checkbox"/> 8' w/Barbed Wire
<input type="checkbox"/> Vinyl		<input type="checkbox"/> Vinyl	<input type="checkbox"/> 10'
<input type="checkbox"/> Other (please list)		<input type="checkbox"/> Other (please list)	

### ***RESTRICTIONS***

- ◆ NO barbed wire, razor wire or similar material shall be allowed for residential uses. Temporary security fencing may be allowed for construction sites in residential zones.
- ◆ BARBED wire shall be prohibited for commercial and industrial uses, except when installed at eight feet high or greater.
- ◆ NO electrified fences shall be allowed.
- ◆ FENCE must not enclose water meter.
- ◆ UTILITY customers of Leesburg Electric and Gas must guarantee unrestricted, unobstructed access to meters and services per City of Leesburg Ordinance #84-47.
- ◆ NO permanent fence or wall shall be located within areas required to provide clearance for visibility in accordance with Section 156.060(a) of the Land Development Regulations. A copy of this section will be provided upon request.

### ***EXEMPTIONS***

- ◆ CUSTOMARY fencing around tennis courts and other approved recreational amenities shall be exempt from height restrictions

- ◆ FENCES required or installed to provide rear lot screening of residential uses shall be exempt from right-of-way setback requirements. However, such fences shall comply with requirements to provide visibility clearance at intersections as describes in Section 156.060 of the Land Development Code (provided upon request).

### **DISCLAIMER**

- ◆ Proposed fence must be located either on or inside the property lines of the address listed. Ordering and following a survey by a licensed surveyor is 100% the responsibility of the applicant and/or property owner and the City will not take liability if the property line is not determined properly before commencing work. I understand that as the owner of the property I am legally and financially responsible to ensure that the fence I seek to construct is constructed on my property and does not encroach on any adjoining properties. I also understand it is my responsibility to maintain fence on my property in a like-new condition in accordance with Section 302.7 of the International Property Maintenance Code. \_\_\_\_\_ **(owner's initials)**

**Plot Plan Required:** A sketch of the property indicating where the fence will be located, location of gates and fence height will be required. You must also include the home/business located on the property as well as the street(s) fronting the property. Your plot plan must be drawn to scale.

**Your signature below indicates that you understand the above regulations and failure to install the fence or wall according to code will result in the permit becoming null and void. A passed final inspection does not assert that the City of Fruitland Park agrees that the fence is on your property, nor does it guarantee that the fence has been installed to meet any structural standards.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Home Owner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

NOTICE: In addition to the requirements 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 agencies, or federal agencies.



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### Owner Builder Disclosure Statement

(Initial to the left of each statement)

\_\_\_1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

\_\_\_2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

\_\_\_3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

\_\_\_4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

\_\_\_5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

\_\_\_6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

\_\_\_7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

\_\_\_8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

\_\_\_9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

\_\_\_10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or <https://www.contractorlicensing.com/florida/contractors-licenses.html> for more information about licensed contractors.

\_\_\_\_11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

\_\_\_\_12. I agree to notify City of Fruitland Park immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

State of Florida

County of \_\_\_\_\_

The Foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, by

- \_\_\_\_\_ who is personally known to me or has produced

- \_\_\_\_\_ as identification and who did or did not take an oath

(Notary Seal)

Notary Public - State of Florida

Commission No \_\_\_\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name



## Community Development & Building Department

506 West Berckman Street

Fruitland Park, Florida 34731

(Tel.) 352.360.6727

(Fax) 352.360.6686

[Permits@fruitlandpark.org](mailto:Permits@fruitlandpark.org)

RESOLUTION 2019-065 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, ADOPTING A FEE SCHEDULE FOR BUILDING AND ZONING FEES.

Residential fees per Exhibit A have fees to be charged based on job value. To determine these fees, WHEREAS, the City is authorized pursuant to Chapter 166, Florida Statutes and Sec. 99.30 of the City of Fruitland Park Code of Ordinances to impose fees to cover the costs associated with regulation of an activity or property use, and WHEREAS, the City Commission desires to recover expenses incurred to regulate an activity or property use (Resolution 2019-065) please fill out the form below.

The permits for which the city shall charge a fee and the amount of the fee for each permit are as follows on resolution 2019-065 Exhibit A pg. 3-7.

### JOB COST VALUE

Owner's Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Alt. Key/Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Material Cost: \$ \_\_\_\_\_ (Attach receipt if applicable)

Material List: \_\_\_\_\_

\_\_\_\_\_

(If applicable please fill out Product Approval Specification Sheet )

Labor Fees: \$ \_\_\_\_\_

If labor is being done by owner please add the fee you would value your labor to be.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

After recording, return to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit No.: \_\_\_\_\_  
Tax Folio No.: \_\_\_\_\_

## Notice of Commencement

State of Florida | County of Lake

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 the Property: *(legal description of the property and street address if available)*

Legal Description: \_\_\_\_\_

Street Address: \_\_\_\_\_

2. General Description of Improvement

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Interest in Property: \_\_\_\_\_

Name & Address of fee simple titleholder *(if different than owner)*: \_\_\_\_\_

4. Contractor Information

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

5. Surety *(if applicable, a copy of the payment bond must be attached)*:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Amount of Bond: \$ \_\_\_\_\_

6. Lender Information:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

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: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

8. In addition to himself or herself, Owner designates \_\_\_\_\_ of \_\_\_\_\_  
to receive a copy of the following Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes: Phone No.: \_\_\_\_\_

9. Expiration date of notice of commencement *(the expiration date will be 1 year from the date of recording unless a different date is specified)*.

**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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

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

\_\_\_\_\_  
*Signatory's Title/Office*

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ for \_\_\_\_\_ who

\_\_\_\_\_  
*Type of authority (i.e. officer, trustee, attorney in fact)*

\_\_\_\_\_  
*Name of party on behalf of whom instrument was executed*

is personally known or produced \_\_\_\_\_ as type of identification.

\_\_\_\_\_  
*Signature of Notary Public – State of Florida (print, type or stamp commissioned name of Notary Public)*





## **Notice of Commencement Requirements**

**Please review the items listed below before completing  
the Notice of Commencement**

- 1. Legal Description** - You can put the alternate key number here instead of filling out the complete legal description.  
Street Address: Please enter the job site street address
- 

- 2. General Description of Improvement** - Need the job description of the work being performed. Do not put new structure, we need to know what type of structure, example single family residence, mobile home, garage, screen room, etc.
- 

- 3. Owner's Information or Lessee Information** - Owner's names need to match the warranty deed or property record card. If the deed is in more than one name then all names must be listed as owner. (Only one person will need to sign the notice of commencement).

If Lessee information is entered please make sure the name matches the lease agreement.

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- 4. Contractor Information**---Enter the name and address of the contractor, if the homeowner is performing the work then enter Owner.
- 

### **Signature Section**

#### **Signature of Owner or Lessee, or Owner's or Lessee's authorized Officer/Director/Partner/Manager--**

Please have an authorized person sign --- If in an individual name, anyone listed in section 3 as owner can sign.

If in a company name, the person signing must be authorized to sign the Notice of Commencement.

**Signatory's Title/Office**----If the person signing is the owner of the property write owner.

If the property is in a company name have the authorized signer enter their title... President, Officer, Partner, Manager, etc. (Cannot be left blank)

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### **Please make sure the Notary acknowledgement section is fully completed.**

**Date** - the date the document is notarized

**By** - The name of the person signing the Notice of Commencement

**Type of authority** - Signers title... owner, president, manager, etc.

**For** - Name of the company or the owner's name.

**Type of identification** - cannot be blank, must show type of identification presented or circle personally known.