

FLAGLER BEACH BUILDING DEPARTMENT  
PERMIT REQUIREMENTS

**Fence Permit Checklist**

**Please return this checklist with your application**

Please provide 2 complete copies of all required documents unless otherwise noted.

Permit application

Copy of recorded warranty deed

Disclosure Statement (owner is acting as his/her own contractor) **FS 489.103**

Mechanics Lien Affidavit (owner signs when using a contractor, required when value of labor and material is over \$2,500.00 in value) **FS Ch 713 part 1**

**Provide a stamped envelope addressed to homeowner to mail mechanics lien letter.**

Notice of Commencement **or** Affidavit of Notice of Commencement Filing (required when value of labor and materials is over \$2500.00, prior to any inspections must be recorded and certified Flagler County Clerk of Court) **FS sec 713.135**

**Contractors must be set up for permitting with Flagler County Building Services prior to applying for any building permits – First job in Flagler County is excluded**

**3** Surveys with a site plan on each survey (indicating the location, type and height of fence)

D.E.P. Permit required if fence is east of the CCCL Line and/or adjacent to wetland designated areas.

**A City of Flagler Beach inspection is required for all fences prior to final from Flagler County. Please call 517-2000 ext. 232 to schedule**

**Applicant must obtain all required inspections including the final inspection. Failure to close out permits may result in additional fees and/or suspension of permitting rights.**