



*"The Capital City of the Palm Beaches"*

CONSTRUCTION SERVICES DEPARTMENT

P O BOX 3366

West Palm Beach FL 33402

Telephone: 561/805-6700

FAX: 561/805-6676

## **HOW TO APPLY FOR A FENCE PERMIT**

YOU MUST STATE THE HEIGHT, TYPE AND LINEAR FEET IN THE DESCRIPTION OF WORK ON YOUR PERMIT APPLICATION. **SIGNATURES ON ALL PERMIT APPLICATIONS MUST BE ORIGINAL.**

YOU WILL NEED ONE (1) COPY OF YOUR RECORDED WARRANTY DEED, TAX BILL, OR HOMESTEAD EXEMPTION CARD; TWO (2) COPIES EACH OF A SURVEY. A RELEASE SIGNED BY THE WEST PALM BEACH WATER UTILITIES DEPARTMENT AND FOUR (4) OTHER UTILITY RELEASES (IF APPLICABLE).

Indicate the area where the fence will be installed. **(No highlighting please)** Look at the survey for the markings "U.E." or "Utility Easement" with a dashed line running parallel to the property line. If you find these markings or a power pole, you have an easement on your property.

If the area you marked for installation of the fence encompasses the easement area, then you will need ALL FIVE (5) EASEMENT RELEASES. Otherwise, only the Water Utilities Release will be needed.

An easement release is an agreement between you, the owner, and the utility companies that allow you to encompass the easement. A copy of an easement release may be obtained from the Construction Services Department. Please read, fill out, sign and mail a copy of the release form with a copy of your marked survey to each Utility Company on the list you received from the Construction Services Department. It may take as much as two weeks for the utility companies to return the releases to you.

A fence may be 4 feet maximum height in the front setback in a residential and commercial zone. That is, twenty-five feet from the front property line toward the building for residential. Commercial setbacks vary, so you will have to call the Zoning Division at **561-805-6720 or 561-822-1435** for information. A fence may be 6 feet maximum height on the side and rear property line in residential zones and 8 feet in a commercial zone. Pool fences are a minimum 4 feet height, with self-closing/latching gates with latches at least 4 feet above grade.

If the area is on the corner of two (2) streets, a visibility (clear sight) triangle must be observed. That is the area beginning at the point where property lines meet at the corner, thence twenty (20) feet along the front and side property lines, thence diagonally connecting the two points. This area may not have anything above 18" or under 8 feet (see diagram).

Your fence permit will cost a minimum of \$50.00 or two percent of the value of the work, (whichever is greater), plus one percent of the permit fee, (\$1.00 minimum), for educational purposes. Once you have your permit in hand, you may place your fence posts and call for a Post inspection. Your inspection can be scheduled by calling 805-6700, have your permit number and password ready.

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