

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Building - Residential Fence

Plan Reviews: Building Review, Environmental Review, Planning Review, Public Works Review, Structural Review, Urban Forestry Group Review

Inspections: Building Final, Foundation, Framing, Notice Of Commencement - Certificate, Pile Log Report - Certificate, Planning Final

Drawings: 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

Drawings included:

- Signed & sealed topographic/boundary survey. Electronic version of original signed & sealed, dated no more than one year from date of submittal. Survey must provide: BFE, and grade elevation in NAVD values, per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable
- Site survey
- Structural Plans
- Electrical plans (if using automated gates or lights)
- Site Plan (with property lines, grade elevation as per survey, height of fence and gates, and lineal feet per section, i.e., front, rear, sides).

Supporting Documents:

- Structural Calculations
- Product Approval with specification on installations/ if using prefabricated fences
- Public Works Department – Right of Way Permit (If applicable)
- Plan key with proposed material, finishes and color