



## Town of Howey in the Hills

### Permit Checklist

#### Fence Permit

1. COMPLETED PERMIT APPLICATION
2. COPIES OF LICENSE AND INSURANCE
3. PROPERTY RECORDS CARD SHOWING THE OWNER MATCHES THE OWNER ON THE APPLICATION
4. A SURVEY SHOWING THE LOCATION OF THE FENCE (WITHIN THE PROPERTY LINES) SURVEY MUST ALSO SHOW THE HEIGHT OF THE FENCE AND SHOULD ALSO DEPICT THE MATERIAL COMPLIES WITH THE REQUIREMENTS OF THE "FENCE PERMIT ACKNOWLEDGEMENT FORM".
5. A SIGNED COPY OF THE FENCE ACKNOWLEDGEMENT FORM.

UPLOAD ALL APPLICATION PACKAGES TO THIS ADDRESS: <https://www.alpha-inspections.net/upload-plans.html>

REQUEST INSPECTIONS AT THIS ADDRESS: <https://www.alpha-inspections.net/inspections.html>

To Schedule An Inspection Email:  
 inspectionrequest@alpha-inspections.net



**HOWEY-IN-THE-HILLS  
 PERMIT APPLICATION**

Permit Number

Alternate Key Number	Parcel Number	Project Address	
		Project Description	
Owner's Name	Mailing Address	City, State, Zip	Telephone

Email Address:

Fee Simple Titleholder's Name	Mailing Address	City, State, Zip	Telephone

General Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:

Fence Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:

Electrical Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:

Plumbing Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:

HVAC Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:

Roofing Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:

Gas Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:

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Email Address:

Legal Description	
Bonding Company	
Bonding Company Address	
Architect's Name	
Architect's Address	

Project Information		Job Name:			
		Subdivision Name	Lot No.	Phase	
Zone	Lot Area				
Setbacks (ft)		Front	Rear	Side	Corner
Project (check one)	Area	Electrical Service Size	Hvac Type	Water (check one)	
New	Living		Type	Municipal	
Alteration	Garage			Well	
Addition	Porch(s)		Efficiency	Plumbing (check one)	
Repair	Other		Airhandler	Sewer	
Other	Total		Condenser	Septic	

Attached  
Detached

Job Value

7th Edition Florida Building Code

Signature of Applicant

Date

**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. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. If the Town of Howey in the Hills determines the structure does not meet applicable setbacks or improperly encroaches on an easement, the owner is responsible for moving the structure, restoring the easement to its original condition, or otherwise making the structure comply with Town setbacks and other land use requirements. 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

# TOWN OF HOWEY IN THE HILLS

## FENCE PERMIT ACKNOWLEDGEMENT FORM

### ***LAND DEVELOPMENT CODE REQUIREMENTS***

- Fences shall not exceed the maximum height requirements as defined in the LDC Section 5.01.07 B.
- Fences and walls, for individual residential properties or for other applications, shall be designed with offsets, banding, columns or posts with lintels or caps, landscape pockets, and other elements to avoid an expansive monolithic or monotonous appearance. Such elements shall be included every 30 feet or less.
- Fences in residential areas shall be made of wood, PVC/vinyl, decorative aluminum or wrought iron, and black or dark green coated chain link fencing. New fence material must be used when a new fence is installed. Non-traditional materials are prohibited. Fabric sheets or nets, or plastic, metal or vinyl sheets or slats may not be used as part of or attached to a fence or wall. Walls shall be designed with either a stucco or brick finish.
- To help ensure proper placement of fences or walls along property lines, property lines shall be established by a survey prepared by a surveyor licensed in Florida.
- Fences and walls shall be erected with the finished side facing out. Posts shall be placed along the inside of the fence. In residential and commercial zoning districts posts shall be securely anchored with concrete. All fencing must be uniform in material, design, and color, except for chain link fencing as allowed in Subsection 5.01.07 H of the LDC. Additions or repairs to existing fences or walls must maintain a uniformity of materials, design and color with that of the existing fence or wall.
- With the exception of the Agricultural and Rural Estates zoning districts, electrified fences are prohibited.
- Chain link fencing is allowed in Agricultural, Rural Estates, Industrial, Institutional, Recreational, and Public zoning districts.
- The use of barbed wire, razor wire, or the like for fencing is permitted only in the Agricultural, Industrial and Public zoning districts. Permitted barbed wire or razor wire shall be six (6) feet or more above the ground level. The barbed or razor wire shall be turned, pointed, or directed inward toward the property enclosed by the fence.

### ***PLOT/SITE PLAN REQUIREMENTS***

A site plan indicating where the fence (including gates) will be located is required. The plan must be drawn to scale and must include the following:

- Height and linear footage of the fence (including gate)
- Fence type/materials
- Exact location of property lines
- Location of the home or business and all street(s) which front the property

**OWNER DISCLAIMER**

As the property owner of property located at \_\_\_\_\_

\_\_\_\_\_, I understand that it is my responsibility to guarantee full unobstructed access to utility service providers. I also understand that the construction of a fence or other improvement within an easement may impede the function of the easement. I further understand that I may be ordered to remove this fence at my own expense, or it may be removed without my consent at a later date if the need arises. I also will not hold the Town of Howey-in-the-Hills, or it's employees and/or agents responsible in the issuance of this permit for said fence or improvement. I also understand that I am 100% responsible to verify that the fence is wholly contained within my property. If it is discovered later that the fence is not on my property, then I shall bare the expense required to correct that deficiency.

**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 Town agrees that the fence is on your property, nor does it guarantee that the fence has been installed to meet any structural standards.**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

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