



# ORANGE CITY

The Heart of Southwest Volusia

## FENCE PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact Planning, at (386) 775-5415 for information on height, type, location, etc.
- Completed building permit application (property owner must sign application).
- Copy of contractor's license or Owner/Builder affidavit form (applying as contractor).
- Copy of city and/or county local business tax receipt.
- Copy of certificate of worker's compensation or exemption.
- Copy of certificate of general liability insurance.
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances (building and/or fence contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed and notarized by the property owner (if leasing property).
- Completed city hold-harmless agreement.
- Two (2) copies of survey or plot plan showing (**to scale**), location of the fence (clearly marked), height, and type of materials for installation.
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Building permit document or plans review fees paid.

**“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”**

Note: Should you have questions or require any additional information, please contact the Development Services; Building at (386) 775-5423. Additional documents maybe required upon request by the Development Services.