



# City of North Miami Beach, Florida

## BUILDING DEPARTMENT

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### FENCE CHECKLIST

Walk thru - Monday to Friday must sign in between 8 A.M. and 9 A.M.

#### Required

- \_\_\_\_\_ Zoning Two (2) original signed/sealed survey.  
Survey shall not be older than two (2) years. Surveys must show all easements and encumbrances. Location of fence with all dimensions, setbacks, size and location of gates indicated
- \_\_\_\_\_ Structural 2 complete sets, details of fence height, location, and anchorage  
Sealed engineered drawings required for aluminum fences)  
2 sets of fence specs (provided by building dept) must be included with your plans.
- \_\_\_\_\_ Engineering Sight triangle at entrance driveways or at corners if property is located on a lot at the street intersections.
- \_\_\_\_\_ Utility Easement Agreements Letters – if fence location is on a utility easement.  
(Indemnification and hold harmless agreement)
- \_\_\_\_\_ Permit Application (Signed and notarized)
- \_\_\_\_\_ Signed contract indicating cost of project. (Signed by both parties – cost to include material and labor)
- \_\_\_\_\_ Contractors - A Copy of all trade licenses (Competency & Business Tax Receipt) original insurance certificates for Workman's Comp and General Liability.  
OR  
Owner- Builder – Owner-Builder Affidavit and copy of Driver's License (owner must be present for walk-thru on owner builder permit.
- \_\_\_\_\_ Upfront fee required at time of application.

\*Condominium Approval form required where applicable.