

IMPORTANT
CONTACT NUMBERS

The following numbers
will be helpful throughout
the process of
obtaining your permit.

- **Building** **386-986-3780**
- **Zoning** **386-986-3751**
- **Stormwater** **386-986-4760**
- **Code** **386-986-3764**
- **Utility** **386-986-2360**
- **Property App.** **386-313-4150**



You may also visit our city
website for additional information
as well as print any forms
required for your permit.

www.ci.palm-coast.fl.us



*If you have any questions,
please feel free to contact us at:*

386-986-3780 (office)

386-986-3781 (fax)

Our customer service hours are

Monday through Friday

8:00 am— 4:00 pm

Inspection Line—986-4747

Inspections requested
before 7:00 am will be
done the same day.

You may contact the
office after 8:00 a.m. the day of your
inspection to inquire about the esti-
mated time the inspector will arrive.



How to obtain a permit for a

FENCE



Building Division

160 Cypress Point Pkwy
Suite B-106
Palm Coast, Fl 32164

★
386-986-3780 (Office)
386-986-3781 (Fax)

HELPFUL INFO



- ◆ Maximum height is **6 feet**.
- ◆ “Good” side of the fence must face your neighbor or the street.

- ◆ Fences and walls are **prohibited** within the front setback
- ◆ Chain link fences must be **black in color**
- ◆ Chain Link, aluminum, or similar fences shall be prohibited along arterial and collector roadways.
- ◆ All chain link fences shall be installed with pointed ends towards the ground.
- ◆ Fences may require additional setbacks for landscape buffers.
- ◆ Screening for fences along rear or side lot lines abutting a right-of-way, golf course, or saltwater canal shall be facilitated by setting the fence back a minimum of three feet from the property line and installing shrubs on the outside of the fence for softening and enhancement. This requirement applies to any fence facing the front side corner of the property. The requirement applies to all types of fencing.



All fees will be collected when the permit is issued.

All the documents provided to you when your permit is issued must be on the job site when you call for an inspection. It is not necessary for you to be home as long as the permit documents are accessible.

A list of required inspections are printed on your inspection card. It is your responsibility to request these inspections; the city does not know when the work is completed unless you notifying us.

FACTS

A permit is good for 6 months from the date of issuance.

If you do not obtain a passing inspection within 6 months, the permit WILL expire.

A new permit must be obtained if your permit expires.

Full fees will be charged again.

There will be a reinspection fee associated with each failed inspection.



Follow your permit online!
www.ci.palm-coast.fl.us

Your permit will be reviewed while you wait!

What do I need to bring?

The following items are required for a complete permit package.

- Permit Application
- Two (2) site plans.
The site plan must indicate:
 - * Property dimensions
 - * Existing structures
 - * Proposed fence location
 - * All setbacks
 - * Location of pep tank
 - * Location of pep panel
 - * Location of meter pit
 - * Landscaping (if applicable)
- Recorded Warranty Deed
- Tenant Affidavit if property owner is NOT the applicant
- Notice of Commencement
- Walls require signed and sealed construction drawings
- Construction lien law affidavit
- * *Owner/Builder Disclosure — ONLY if homeowner is obtaining the permit*

NOTICE OF COMMENCEMENT

You will be required to file a Notice of Commencement if the job value is greater than \$2500.00, greater than \$7500.00 for mechanical work.

You must file the Notice of Commencement at the Flagler County Court house at recording office when applying for your permit.