



### FENCE AND WALL CHECKLIST

You will need to submit the following information to the Permitting Services Division for review.

#### Application Checklist

- Submit a completed building permit application form. Application forms are available in our office and on our website at [www.cityoforlando.net/permits](http://www.cityoforlando.net/permits). You can also obtain applications by mail or fax.
- Four complete sets** of your site plan (or a copy of your survey) and construction plans. Construction plans, including foundation details are necessary for proposed masonry, block or similar wall types. Please use this checklist to be sure that your site plan contains all the information necessary to obtain a permit.
- Signed and Sealed Construction Drawings** (walls/columns only)  
A foundation plan if you propose to construct a wall  
An elevation (front and side views) drawing showing how the wall will look (walls/columns only)
- Site Plan (or Survey)**
  - Legal description
  - Existing property lines with property dimensions
  - Location of easements, their purpose (i.e. utility or drainage easements) and dimensions
  - Location of streets that are adjacent to the property
  - Locations and dimensions of all buildings and structures on the site, including the air conditioner compressor units
  - Distance (setbacks) of all buildings or structures from property lines and distance between buildings or structures on the same site
  - Location and dimensions for driveways, patios and decks
  - Proposed location and height of the fence or wall
  - A tree survey showing the approximate location, height and diameter of each tree on the site, including a designation of trees, which you intend to remove
  - Walls and fences in required side and rear yards may not exceed six feet in height.
- Crime Prevention Through Environmental Design (CPTED)** - Information about CPTED fences can be obtained from the Urban Design Division of the Planning and Development Department and from the Neighborhood Services Office. Wrought iron or wrought iron type fences are approved CPTED fences. To learn more, contact Urban Design at 407.246.3576 or the Neighborhood Services Office at 407.246.2169.

*To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.*

## Application Review

After your permit application is submitted it will be reviewed by Building, Engineering/Zoning, Site Engineering, Transportation Engineering and if applicable the Fire Department for compliance with the City Code. Your application will be reviewed for requirements such as location, setbacks and height. You may contact our office or consult our website to access the City Code to review these requirements.

If your property is located within the Downtown Community Redevelopment Area (DCRA), an Appearance Review District (AR), a Historic Preservation (HP) District or is a Designated Historic Landmark, your proposed fence or wall may require approval by the Downtown Development Board (DDB), the Urban Design office and/or the Historic Preservation Board (HPB). You may contact DDB at 407.246.2555, Urban Design at 407.246.3720 and/or HPB at 407.246.3350. You can also consult our website to view boundary maps to help determine if your property may be located within one of these districts.

These building permits can be issued to the following people:

- Building permits for fences and walls can be issued to the property owner or a building contractor.
- Building contractors must be licensed by the State (Contractor's License) and registered with the City of Orlando.

If the direct contract price is greater than \$2,500.00, a Notice of Commencement may be required before starting any work. The purpose of recording a Notice of Commencement is to prepare the owner and/or the owner's agent (the contractor) to deal with possible liens placed on the property being improved. You may call our office or visit our website for additional information and Notice of Commencement forms.

- Office and Residential Zoned Districts**
  - Fences and walls may not exceed four feet in height in all required front yards.
  - Fences in street side yards may be up to six feet in height.
  - Multi-family developments having a building site area of at least five acres and street frontage of at least 200 ft. are allowed fences and walls six feet in height in required front and street side yards.
- Commercial and Industrial Zoned Districts**
  - Walls and fences may not exceed six feet in height in required front and street side yards.
  - Walls and fences in required side and rear yards may not exceed eight feet in height.
- Additional information**
  - All heights are measured from the established natural site grade.
  - Pillars and posts may extend up to 12 inches above the allowed height, as long as the pillars and posts are no less than 10 feet apart.
  - A temporary construction fence up to eight feet in height may be erected during construction in any zoning district.
  - Generally, no barbed wire, razor wire or electrically charged fence is allowed in any location on any building site.

*.....To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.*

---

### ECONOMIC DEVELOPMENT DEPARTMENT•OFFICE OF PERMITTING SERVICES

CITY HALL•400 SOUTH ORANGE AVENUE•FIRST FLOOR•P.O. BOX 4990•ORLANDO, FLORIDA 32802-4990  
PHONE 407.246.2271•FAX 407.246.2882

Visit our web site at: [www.cityoforlando.net/permits](http://www.cityoforlando.net/permits)

- Corner site distance areas are established at street intersections and driveways. **No fence greater than 3.5' high will be allowed within 15' on either side of a driveway as measured at the property line.** Site visits are often made by City staff to determine adequate visibility according to generally accepted engineering standards.
- Driveway gates should be positioned to allow the length of at least one standard size vehicle on the property behind the property line.
- All walls and fences should be maintained in good repair and sound structural condition.
- A licensed contractor should be able to prepare all of the plans and obtain all of the permits for you.

## Inspections

Inspections are performed after your permit has been issued and as work progresses. Consult your permit for the name of your assigned inspector. To schedule/cancel an inspection and obtain inspection results call PROMPT, our Interactive Voice Response system at 407.246.4444. Final inspection approval is granted when your fence or wall installation has been completed in accordance with your approved plans.

**This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from the City of Orlando.**

*.....To operate a permitting agency that is customer service oriented while protecting public safety through clear, consistent code application while ensuring Orlando's economic competitiveness.*