



## CITY OF TAVARES FENCE PERMIT APPLICATION CHECKLIST

Please read the following requirements. Your signature on this form verifies that you have completed this application and have submitted **all** of the required information needed to review your permit package to The City of Tavares.

- Two copies of a survey sealed by an architect, engineer or surveyor, drawn to scale, showing the size of the lot, setback, easements, and the location, height, and type of fence.
- Proof of ownership (copy of property record card from lakecopropappr.com).
- Owner/Builder Affidavit, if applicable.
- Certified copy of the Notice of Commencement (**before the 1<sup>st</sup> inspection**) if the value of work equals or exceeds \$2500.00.
- A completed permit application with the Construction Waste Disposal Statement (signed and notarized).
- A **site specific** Power of Attorney if you are not the licensed contractor or owner of property.

**Note:**

- 1.** Fencing in the front yard must be decorative in nature, no more than 75% opacity and shall not exceed four feet (4') in height. Such fences may be picket fences, split rail fence, wrought iron fence, and the like. In no case shall wire fabricated fences such as chain link, chain link with vinyl inserts, field fence, chicken wire fence, barbed wire fence and other fences be considered decorative.
- 2.** Maximum height, if fencing in the rear yard, is six feet (6').
- 3.** The finished side of the fence must face outward.
- 4.** When lots in a platted subdivision abut a public right-of-way, all visible fences shall be of the same material and design in order to provide a uniform appearance to the road way.
- 5.** When fencing a corner lot, fencing shall not be placed within twenty five feet (25') of the corner of the pavement edge.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**NOTE: All of the items on this list may not apply.**



RESIDENTIAL  
 COMMERCIAL

**FOR OFFICE USE ONLY**  
 FBC Version: \_\_\_\_\_ Permit #: \_\_\_\_\_  
 Date Rec'd: \_\_\_\_\_ Accepted By: \_\_\_\_\_

# BUILDING PERMIT APPLICATION

SURVEY OR PLOT PLAN REQUIRED FOR NEW STRUCTURES, ADDITIONS, SHEDS AND MOBILE HOME PLACEMENT

**Job Address:** \_\_\_\_\_ **AltKey** \_\_\_\_\_

**Job Description / Details of Work** \_\_\_\_\_

Property Legal Description \_\_\_\_\_ Attached

**Point of Contact** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Point of Contact E-mail** \_\_\_\_\_

**Owner Name(s)** \_\_\_\_\_ **Owner Phone #** \_\_\_\_\_

**Address** \_\_\_\_\_ **Email:** \_\_\_\_\_

Fee Simple Title Holder (if other than owner) Name(s) \_\_\_\_\_

Fee Simple Title Holder Address \_\_\_\_\_

**Contractor Company Name** \_\_\_\_\_ **Phone#** \_\_\_\_\_

**Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**License Holder** \_\_\_\_\_ **State Cert/Reg #** \_\_\_\_\_

Bonding Company \_\_\_\_\_ Address \_\_\_\_\_

Architect / Engineer Name \_\_\_\_\_ Address \_\_\_\_\_

Mortgage Lender's Name \_\_\_\_\_ Address \_\_\_\_\_

**Building Type:** IA  IB  IIA  IIB  IIIA  IIIB  IV  VA  VB

\*\*\*Building Type can be found on the first page of your engineered plans/drawings\*\*\*

VALUE OF WORK (Total Value of all Construction)	\$ _____ (Required)	SQUARE FOOT CONDITIONED _____
		SQUARE FOOT UNCONDITIONED _____
		<b>SQUARE FOOT TOTAL</b> _____
POTABLE WATER METER SIZE _____		EXISTING IMPERVIOUS AREA _____
		PROPOSED IMPERVIOUS AREA _____
IRRIGATION: Yes <input type="checkbox"/> No <input type="checkbox"/>	IRRIGATION METER: Yes <input type="checkbox"/> No <input type="checkbox"/>	METER SIZE _____
WILL EXISTING TREES BE REMOVED: Yes <input type="checkbox"/> No <input type="checkbox"/>	(If yes, attach Tree Removal Permit Application)	

Sub-Contractors	MECHANICAL _____	LICENSE # _____
	ELECTRICAL _____	LICENSE # _____
	PLUMBING _____	LICENSE # _____
	ROOFING _____	LICENSE# _____
	GAS _____	LICENSE # _____
	OTHER _____	LICENSE # _____

**Homeowner's Association Verification**

Is the property or job address located in a neighborhood with an active Homeowner's Association?

Yes  No

Has the planned improvement been reviewed by the Homeowner's Association making sure that the improvement complies with HOA covenants and restrictions?

Yes  No

**Note: If you answered YES to the above questions please submit an approval letter from the HOA along with your building permit application. The City of Tavares reserves the right to deny a building permit request if Homeowner's Association approval has not been granted.**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit may be required for ELECTRIC, PLUMBING, MECHANICAL, SIGNS, FENCES, DOCKS, POOLS, ETC.

**OWNERS AFFIDAVIT:** I CERTIFY THAT ALL OF THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH LOCAL ORDINANCES, AND LAWS REGULATING CONSTRUCTION AND ZONING.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
SIGNATURE OF OWNER or AGENT

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_

\_\_\_\_\_  
Notary Signature

[ ] Personally Known \_\_\_\_\_ OR  
[ ] Produced Identification  
Type of Identification Produced: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_

\_\_\_\_\_  
Notary Signature

[ ] Personally Known \_\_\_\_\_ OR  
[ ] Produced Identification  
Type of Identification Produced: \_\_\_\_\_

**Notice to Contractor/Owner**

If you have not recently pulled permits within the City of Tavares, please include all necessary copies of your license, occupational license, workman's compensation coverage or valid exemption, and insurance liability coverage. Failure to provide all necessary information or fill out this application completely could result in a delay in processing or a denial/rejection of your permit application.



America's Seaplane City

**CONSTRUCTION WASTE  
DISPOSAL STATEMENT**

CITY OF TAVARES  
COMMUNITY DEVELOPMENT  
201 E. Main Street, P.O. Box 1068  
Tavares, Florida 32778

PRIOR to the issuance of a Building Permit for the construction or renovation of any structure, the Applicant shall provide for the collection and disposal of any construction waste which may result from construction. Construction waste **MUST** be disposed of at a properly permitted landfill or recycling facility.

The City of Tavares is not responsible for construction or vegetation debris resulting from a permitted construction project. Therefore, there are two (2) alternatives whereby the Applicant may satisfy this requirement.

**Alternative I**

Use a licensed collector or specialty hauler to collect and properly dispose of/or recycle all construction wastes resulting from this project.

**Alternative II**

The owner/contractor will collect and properly dispose of/or recycle all construction waster resulting from this project.

Please indicate which method of disposal will be used for this project: (PLEASE CHECK ONE)

**Alternative I**       **Alternative II**

Regardless of which method the applicant chooses, ultimately the responsibility to properly dispose of/or recycle all construction waste will fall to the general contractor/owner. Please be advised that removal of construction waste is one of many requirements for the issuance of a certificate of occupancy.

I hereby swear or affirm that I have read the requirements indicated above, and agree to the terms as directed by the City of Tavares.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by,  
\_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as  
identification.

\_\_\_\_\_  
Notary Signature

(SEAL)

After recording, return to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Permit No.: \_\_\_\_\_  
Tax Folio No.: \_\_\_\_\_

# Notice of Commencement

State of Florida | County of Lake

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of the Property: *(legal description of the property and street address if available)*

Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
Street Address: \_\_\_\_\_

2. General Description of Improvement

\_\_\_\_\_

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Interest in Property: \_\_\_\_\_  
Name & Address of fee simple titleholder *(if different than owner)*: \_\_\_\_\_

4. Contractor Information

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_

5. Surety *(if applicable, a copy of the payment bond must be attached)*:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Amount of Bond: \$ \_\_\_\_\_

6. Lender Information:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_

8. In addition to himself or herself, Owner designates \_\_\_\_\_ of \_\_\_\_\_  
to receive a copy of the following Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes: Phone No.: \_\_\_\_\_

9. Expiration date of notice of commencement *(the expiration date will be 1 year from the date of recording unless a different date is specified)*.

\_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
*Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager*

\_\_\_\_\_  
*Signatory's Title/Office*

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_ who

*Type of authority (i.e. officer, trustee, attorney in fact)*

*Name of party on behalf of whom instrument was executed*

is personally known or produced \_\_\_\_\_ as type of identification.

\_\_\_\_\_  
*Signature of Notary Public – State of Florida (print, type or stamp commissioned name of Notary Public)*