



FENCE / RETAINING WALL PERMITS

228 S Massachusetts Ave
Lakeland, FL 33801
(863) 834-6012
www.lakelandgov.net

Do I need a permit for a Fence?

A permit is required to install a new fence/wall or replace an existing fence/wall. A permit shall not be required for general maintenance and repair of existing fences, provided that no more than 25% of the total linear footage of a fence is replaced within a 12-month period and any replacement fencing is of the same height, style and materials as the existing fencing.

Who can apply for a Fence or Retaining Wall permit?

A general or building contractor can apply for the permit. If you are a homeowner and will be doing the work yourself, you can apply for the permit yourself.

How do I apply for a permit?

Fence/Retaining Wall permits should be applied for online using the [iMS](#) permitting system. For further information on using the iMS system, please click [here](#), or go to the following: <https://www.lakelandgov.net/departments/community-economic-development/building-inspection/ims>.

Following submission of your Fence/Retaining Wall permit application in iMS, you will receive an email notification to upload the documents listed below into our plan review system, ePlan ProjectDox. All documents must be uploaded in .pdf format.

What documents do I need to Submit with my permit application?

Please see the checklist of documents below. An explanation of each document type is also provided.

Site Plan – FOR FENCES AND RETAINING WALLS

The [Site Plan Guidelines](#) must be followed. It must include the property lines, the footprints of existing structures, drawn and labeled streets, proposed fence location(s), proposed setbacks from the property lines, height of the proposed fence, and materials used for the proposed fence. Block wall fences will require detailed drawings and may be required to be engineered.

<p>Complete Set of Plans – FOR RETAINING WALLS ONLY</p>	<p>Please provide a complete and concise illustration of the proposed work prepared with sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the code, relevant laws, ordinances, rules and regulations. All required pages must be signed and sealed by an Architect or Engineer. A complete scope of work is also required to be submitted describing the work being done.</p>
<p>Owner-Builder Statement/Affidavit – FOR RETAINING WALLS ONLY <i>(Applicable to Qualified Owner-Builders Only)</i></p>	<p>An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489 in order to be exempt from professional licensure requirements as an Owner/Builder. The form can be found here: Owner-Builder Packet</p>
<p>Notice of Commencement (NOC) – FOR FENCES AND RETAINING WALLS</p>	<p>The State of Florida requires a Notice of Commencement form to be submitted for all projects with a job value over \$5000. The completed NOC should be taken to the Polk County Clerk of Courts to be recorded. Once recorded, the NOC must be submitted to the Building Inspection Division prior to your first inspection.</p>