



# BUILDING DEPARTMENT

156 South Lake Avenue  
 Groveland, FL 34736  
 Phone: (352) 429-2141 Ext 227  
 Fax: (352) 429-3046

## Fence Permit Checklist

Please Read Carefully

	Property Records Card
	Completed application
	N.O.C. if over \$2,500
	Your property records card can be found on the internet at <a href="http://www.lakecopropappr.com">www.lakecopropappr.com</a> . If you have trouble locating your PR please let us know and our staff will assist you.
	Homeowner Association approval document if in subdivision with a HOA
	Disclosure Statement if work is being done by an owner builder
	A brief description of the fence material. Masonry, Wood, Vinyl
	<a href="#">Easement Waiver</a> signed and notarized if in the easement.
	Site Plan showing the height and location of the fence
	During the construction process, your permit must be posted on the front door, be protected from the weather, and be accessible at the time of final inspection
	You must call for a final inspection within 7 days of completing your work.



# IMPORTANT

BELOW ARE IMPORTANT ITEMS THAT WILL BE REQUIRED FOR YOUR FENCE TO BE INSPECTED. FAILURE TO COMPLY WITH ANY OF THE ITEMS BELOW MAY RESULT IN A REINSPECTION FEE. ADDITIONALLY, YOU MAY BE REQUIRED TO REMOVE YOUR FENCE FOR FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS BELOW. PLEASE INITIAL EACH ITEM BELOW.

- PERMIT CARD POSTED AND ACCESSIBLE TO THE INSPECTOR
- SITE PLAN POSTED AND ACCESSIBLE TO THE INSPECTOR
- SURVEY MARKERS CLEARLY MARKED, FENCE ON YOUR PROPERTY
- FENCE INSTALLED TO MATCH THE APPROVED SITE PLAN
- FENCE INSTALLED IN A WORKMANSHIP LIKE MANNER
- FENCE INSTALLED WITH AESTHETICALLY PLEASING SIDE OUT

OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_



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156 South Lake Avenue  
Groveland, FL 34736  
Phone: (352) 429-2141  
Fax: (352) 429-3852

## Easement Waiver

As the property owner located at \_\_\_\_\_ (insert address)  
in Groveland, FL, I understand that I am constructing a fence in an easement. I further  
understand that a time may come when it is necessary for the removal of this fence or  
other obstructions for the functionality of said easement. I also understand that I may be  
ordered to remove this fence at my own expense, or it may be removed without my  
consent at a later date if the need arises. I also will not hold the City of Groveland, or its  
employees and or agents responsible in the issuance of this permit for said fence.

\_\_\_\_\_  
Owner Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

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

\_\_\_\_\_ who is personally known  
to me or has produced \_\_\_\_\_ as  
identification and who did \_\_\_ or did not \_\_\_ take an oath.

Notary Public  
\_\_\_\_\_

(Seal)

## OWNER/BUILDER Disclosure Statement

F.S Chapter 489, Contracting; Par 1 Construction Contracting (SS 489.103)

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

**Any person who aids and abets unlicensed contractors or subcontractors will face imposed penalties as provided by law.**

Florida Statutes F.S. 455.228 Unlicensed practice of a profession; cease and desist notice; civil penalty; enforcement.--- (1) When the department has probable cause to believe that any person not licensed by the department or the appropriate regulatory board within the department or the appropriate regulatory board within the department has violated any provision of this chapter or any statute that relates to the practice of a profession regulated by the department, or any rule adopted pursuant thereto, the department may issue and deliver to such person a *notice to cease and desist* from such violation. In addition, the department may issue and deliver a notice to cease and desist to any person who aids and abets the unlicensed practice of a profession by employing such unlicensed person. For the purpose of enforcing a cease and desist order, the department may file a proceeding in the mane of the state seeking *issuance of an injunction or a writ of mandamus* against any person who violates any provisions of such order. **In addition to the foregoing remedies, the department may impose an administrative penalty not to exceed \$5,000.00 per incident, pursuant to F.S. 120.58, it shall be entitled to collect its attorney's fees and costs, together with any cost of collection.** This \_\_\_\_\_ Day of \_\_\_\_\_ The Year \_\_\_\_\_, I, The Undersigned, Have Read The Preceding And Understand The Responsibility Of Acting As My Own Contractor, And Having Been Noticed Of The Above Florida Statutes, Will Abide By The Laws Governing Lake County And The State Of Florida. I further state that I have the knowledge and ability to do the work proposed, and I assume full responsibility for familiarizing myself with all Lake County Codes and building regulations. In the event a building inspector requires corrections to be made, I will make such corrections and call for a re-inspection before proceeding. I understand the Building Division is not responsible for instructing me on what to do. I understand I may subject myself to code

enforcement action by not requesting and obtaining, Final Inspection Approval prior to engaging in the use of the proposed development. \_\_\_\_\_ Signature of Owner/Builder

State of Florida  
County of Lake

I hereby certify that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**OWNER / BUILDER DISCLOSURE STATEMENT**

**CITY OF GROVELAND**

**PLEASE READ CAREFULLY**

You are pulling this permit in accordance with FS 489.103. This statute places certain restrictions on you and it is your responsibility to read and understand this statute. (Please ask for a copy). Please read and initial all items.

I have read and understood the above statute: \_\_\_\_\_

I understand that it is my responsibility to provide all proper paperwork completed in their entireties in regards to pulling this permit: \_\_\_\_\_

I understand that the permit expires at the end of six (6) months: \_\_\_\_\_

I understand that the Permit Card and any other documents as dictated to me by the Building Department and/or Building Official must be on the job site and in a read-able manner at the time of all inspections: \_\_\_\_\_

I understand that it is my responsibility for scheduling all inspections: \_\_\_\_\_

I understand that it is my responsibility to make sure all inspections have been completed in a manner satisfactory to the Building Department and/or Building Official: \_\_\_\_\_

I understand that it is my responsibility for all Re-Inspection Fees and they need to be paid by me: \_\_\_\_\_

I understand that non-compliance of any of the above will result in action taken against me: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

State of Florida

County of Lake

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Notary Public