



**Community Development Department**  
**Building Division**  
10770 West Oakland Park Boulevard · Sunrise, FL 33351  
P: (954) 572-2354  
Website: [www.SunriseFL.gov](http://www.SunriseFL.gov) · E-mail: [AskBuilding@SunriseFL.gov](mailto:AskBuilding@SunriseFL.gov)

## Fence Application Checklist

Application Requirements
<p><b>A. Licensed Contractors.</b> State of Florida or Broward County licensed contractors properly registered in the Community Development - Building Division. Contractors shall provide all required applications properly signed and notarized.</p> <p><b>B. Owner/Builder (only applicable for single family homes, townhomes, and duplexes).</b> Permit can be issued to owner/builder as per the following requirements:</p> <ul style="list-style-type: none"><li>- Proof of ownership (Recorded warranty deed, tax statement, settlement statement).</li><li>- Completed Owner Builder Affidavit. This must be completed in the presence of the Building Division Staff and must be notarized by a Permit Service Specialist.</li></ul>
Required Documents
<ul style="list-style-type: none"><li><input type="checkbox"/> <b>Completed Broward County Uniform Building Permit Application and City of Sunrise Structural Addendum.</b> Please make sure the application and City of Sunrise Addendum are completely filled out, including the <i>job description (include fence type, height, and total length)</i> and <i>total estimated value</i>.</li><li><input type="checkbox"/> <b>Owner / Builder Affidavit.</b> The owner must be present with this form to allow staff to witness and notarize the owner's signature. (Only required if application is by owner)</li><li><input type="checkbox"/> <b>Two (2) Sets of a Boundary Survey or Site Plan</b> indicating the location and dimensions of the fence. Draw a series of X's to indicate each run of fence. Label each run of fence with a length and indicate any gates along with the size of each gate.</li><li><input type="checkbox"/> <b>Two (2) Sets of a Fence Detail.</b> Fences other than Florida Building Code prescriptive wood or chain link fences will require engineered drawings. The Florida Building Code prescriptive details can be provided by the Building Division.</li><li><input type="checkbox"/> <b>Notice of Commencement:</b> As per Florida Statutes 713.13, a Recorded Notice of Commencement is required when construction, renovation, alterations values exceed \$2,500. This subsection does not apply to a direct contract to repair or replace an existing heating or air-conditioning system in an amount less than \$7,500. Construction cost (Including labor &amp; material) will be based on contract signed by both parties (owner &amp; contractor) and/or as determined by the Building Official (FBC 109.3).</li></ul>

This permit type can be submitted electronically on our Customer Self Service portal at:

<http://sunrisefl.gov/openforbusiness>



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## **Fence Permit Application Requirements**

Submit completed Building Permit Application and Addendum with all of the following attached:

- Contact U.N.C.L.E. at 1-800-432-4770 for ticket number
- Include U.N.C.L.E. ticket number on application
- **Completed Homeowner Affidavit**
- **Two (2) copies of the survey with the following information included:**
  - Fence Location – State and highlight the location of the fence on each copy of the survey.
  - Fence Design – State the design of the fence on each copy of the survey.
  - Fence Gates – State the location of the fence gates on each copy of the survey.
  - Fence Height – State the height of the fence at each location on each copy of the survey.
  - Fence Length – State the total length of the fence and the length of each fence segment on each copy of the survey.
  - State if a pool and/or spa is on the property on each copy of the survey.
- **Chain Link Fence Requirements**
  - Show compliance with the Chain Link Fence minimum requirements as set forth in Table 2224 of the Florida Building Code on each copy of the survey, or attach a copy of the table to each copy of the survey and highlight the items that apply to your job.
- **Wood Fence Requirements**
  - Show compliance with each of the following on each copy of the survey:
    - Wood Fence Post Hole – The wood pressure treated post shall be embedded in a 2-foot-deep by 10 in diameter hole.
    - Wood Fence Post Size and Spacing – The post for a wood fence shall be 4" x4" pressure treated posts spaced no more than 4 feet apart for a 6' high fence, 5 feet apart for a 5' high fence, or 6 feet apart for a 4' high fence.
    - Wood Fence Rails – For a 6' high wood fence, there shall be three horizontal 2" x 4" pressure treated rails between each post.
- **Product other than Chain Link or Wood Requirements**
  - Attach two (2) copies of the Product Approval or two (2) copies of signed and sealed engineered construction detail(s).