



FENCE-GATE PERMIT APPLICATION CHECKLIST

City of Atlantic Beach Building Division

800 Seminole Road, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: Building-Dept@coab.us Website: <http://coab.us>

** [Click here](#) for Permit Submittal Instructions*

REQUIRED PERMIT APPLICATIONS

- ☐ [Building Permit Application](#)
- ☐ [Construction Site Management Checklist](#)
- ☐ [Fence Permit Addendum](#)

MINIMUM PLAN SUBMITTAL REQUIREMENTS

- ☐ Job value must be listed on permit application
- ☐ One (1) digital Survey showing the location of work and setback dimensions to all property lines
- ☐ One (1) digital set of Plans showing compliance with R4501.17.1 Residential Swimming Pool Barrier Requirements (required if pool fence)

PERMIT REVIEW STOPS (Your application will be reviewed by the following divisions)

- ☐ Building Division
- ☐ Planning and Zoning

OTHER REQUIREMENTS AND INFORMATION (where applicable)

- ☐ [Contractor Registration Requirements](#) (if the Contractor is not registered with the City of AB)
- ☐ [Owner/Builder Affidavit](#) (if Owner/Builder AND Homestead Exempt)
- ☐ [Notice of Commencement](#) (if job value over \$2,500 required before 1st inspection)
- ☐ [Revocable Encroachment Agreement](#)

WHAT TO EXPECT

- ☐ You will be contacted if you are missing any documents (approximately 10 days after submission)
- ☐ Resubmission of documents can be made by emailing Building-Dept@coab.us
- ☐ Resubmission of documents shall include a [Revision Request/Correction to Comments Sheet](#)
- ☐ Permits will be issued approx. 7-10 business days after all correct documents have been received and approved
- ☐ Permit will not be issued until all divisions have approved it and payment has been made
- ☐ Schedule your inspections by calling 904-247-5814 before 4:00 p.m. for a next day inspection

**Please note that this checklist is not intended to be all-inclusive
Due to changes in codes, regulations, and ordinances, other requirements may apply.**