



City of Madeira Beach
BUILDING DEPARTMENT
300 Municipal Drive
Madeira Beach, FL 33708
PH: 727-391-9951 ext. 284 - Buildingdept@madeirabeachfl.gov

FENCE / RETAINING WALL INSTALLATION CHECKLIST

Permit application submittal must include the following:

- ___ **Permit Application** fully completed, (including Property Owner(s) name, phone number and email address);
- ___ **Drawings** – Minimum of 2
 - ___ 2 sets (using a copy of the survey or site plan) showing location, type and height;
 - ___ 2 sets signed and sealed for structural walls, showing footer details;
- ___ **Current Sealed Boundary & Improvements Survey** – In the original size, showing all existing dimensions and improvements on the site;
- ___ **Permit Application Fee**, 25%, non-refundable, due at time of permit application submittal.

Please initial each item on this checklist to confirm that it is included with your permit application package. Include this checklist with your permit application submittal.

***Permit applications maybe submitted via email to
buildingdept@madeirabeachfl.gov***

DISCLAIMER: According to Florida Statutes, Chapter 119, it is the policy of this state that all state, county and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency. All documents and information not specified in F.S. 119.071 and 119.0713 are subject to public records requests.