



**BUILDING & ZONING DIVISION  
MINIMUM PLAN REQUIREMENTS  
FENCES AND WALLS**

*Please provide the following information*

City of Sarasota  
Building & Zoning

1565 1st Street  
P.O. Box 1058  
Sarasota, FL 34230

**(941) 954-4156**

**I. One (1) copy of the application completely filled out and signed by the contractor.**

**II. Two (2) copies of a survey or site plan drawn to scale detailing: or Commercial 4 sets.**

- A. Perimeter lot lines with their dimensions.
- B. An arrow indicating north.
- C. The name(s) of street(s) adjacent to the property.
- D. The location of the proposed fence or wall with all applicable dimensions.

**Note:** A sample site plan appears on the reverse of this form that may help you create your own site plan for this project. Please note that the specifics of your site plan must reflect all of the information noted above.

**III. Two (2) sets of construction drawings detailing:**

- A. A cross section of the fence or wall.
- B. The structural material used.
- C. The dimensioned height above existing grade.
- D. The dimensioned penetration below grade.
- E. Footing dimensions and rebar for a masonry wall.
- F. Electrical schematic, if applicable.



# BUILDING & ZONING DIVISION SAMPLE SITE PLAN

*Instructions for preparing a Site Plan*

- I. On an 8-1/2 x 11 sheet of standard paper (or larger), draw your individual property. Your drawing **MUST** be to scale and show adjacent street(s) and roads(s), with a direction arrow indicating north.
- II. Show **ALL** buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property and **YOUR** project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).

