



Department of
CITY PLANNING

OFFICE OF BUILDINGS
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EXPRESS FENCE DRAWING CHECKLIST

Cover Sheet of the Project Plans: - (See Sample Plan Illustrations on Main Express Webpage)

- Project Name
- Project Owner
- Project Address
- Scope of Work
- Applicable Codes listed – (See Standard Construction Codes on Main Express Webpage)
- Drawing INDEX

Drawings Required:

- Site Plan
 - An existing survey illustrating the entire lot with all lot dimensions, the location of the house, driveway, fences and gates with distances to any adjacent lot lines (side and rear or front if necessary) and locate any trees within the vicinity of the fence or gate locations. *(If an old survey is not available, you are allowed to create your own site plan with same illustrations and drawn to scale. See the main Express webpage under "Sample Plan Illustrations / Sample Site Plans" for instructions.)*
- Illustrate the construction of the fence that including:
 - Material (wood, metal, etc)
 - Indicate the wood grade and species (type)-ex. *Southern Yellow Pine #2*
 - Indicate all dimensions for height, width of each fence panel, and post sizes.
 - Method of connection to any structure including footing width and depth
- Tree Inventory Plan
 - Locate any trees within the vicinity of the drive location(s). Label species of the trees – (Harwood – "hwd" or Pine) of existing trees, indicate diameter at breast height *(the tree diameter measured at 4.5 feet above the ground.)*
- Tree Impact Statement Form
 - If no trees are within 30 feet of the limit of disturbance for the proposed work, provide two different photos of the site, which clearly shows no trees will be impacted and submit a complete "No Trees Impacted Statement" Form *(See main Express webpage under Forms and Applications).*
- All drawings to be drawn to scale and dimensioned
- Label Each Page "Issued for Construction" or "Released for Construction"
- Required approvals:**
 - Zoning
 - Arborist
 - Building
- Required Inspections:**
 - Footing – Building, if applicable
 - Site inspection – Arborist, if applicable