

TENNIS / PICKLEBALL COURTS

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (√)

Please upload [this Checklist and any Required Forms](#) in **.pdf format** to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as: Permit Type: **Building(R) or Building(C)**
Work Class: **Alteration**

1. **Site Information** [<Survey>](#)
 - a. Provide a Survey showing the Location of the Proposed Tennis Court (Indicate Tennis Court Size and Setbacks) _____

2. **Plans** [<Building Plans>](#)
 - a. Provide Dimensioned Plan and details for Proposed Tennis Court Construction _____
 - b. Manufacturer specifications on court surface _____

3. **Supporting Documents** [<Supporting Docs>](#)
 - a. Letter of approval from owner of property _____
 - b. Separate electric permit required for any lighting _____
 - c. Separate fence permit required for any fencing _____

NOTE: HOMEOWNER ASSOCIATION MAY REQUIRE APPROVAL/REVIEW IF PROPERTY IS LOCATED IN A DEED RESTRICTED COMMUNITY

FENCES

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (√)

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Create online as: [Residential Fence](#) or [Commercial Fence](#)

1. Site Information [<Survey>](#)

- a. Survey with location of fence shown
(Indicate footage & distance from property lines) _____
- b. Show location of gates, *if applicable* _____

2. Plans [<Building Plans>](#)

- a. Show location of proposed fence on the survey _____
- b. Indicate height, linear footage and material being used _____
- c. Provide detail of typical fence section and specifications _____
- d. If fence is a Pool Barrier, you **MUST** provide details showing how fence meets all provisions _____
(FBC 7th Edition (2020) Section 454.2.17 and Section R4501.17)

NOTE: Fences over 6' height **REQUIRE** a signed & sealed drawing from a Florida licensed design professional

3. Supporting Documents [<Supporting Docs>](#)

- a. Owner/Builder Affidavit, *if applicable* _____
- b. Completed TOJ Fence Construction Certificate form _____
- c. Drainage Easement Agreement, *if applicable* _____
- d. Reciprocal Maintenance Agreement from next door neighbor, *if applicable* _____
- e. Utility Easement Agreements _____
 - AT&T _____
 - FPL _____
 - Jupiter Utilities (Water Dept.) _____
 - Loxahatchee River Environmental Control District (sewer) _____
 - Teco Gas _____
 - Comcast (cable) _____
- f. Commercial fences require PBC Fire Rescue review and fees _____

Required items:

- **Temporary 4' fencing required at all times around pool construction**

IMPORTANT NOTICE

**IF RESIDENT LIVES IN DEED RESTRICTED COMMUNITY
PLEASE CONTACT HOA TO DETERMINE IF ASSOCIATION APPROVAL IS REQUIRED
TOJ BUILDING DEPARTMENT CANNOT ENFORCE ASSOCIATION REGULATIONS**



TOWN OF JUPITER BUILDING DEPARTMENT
210 Military Trail, Jupiter, Florida 33458
(561) 741-2286

MEMORANDUM

Date: February 14, 2018
To: Building Department Staff
Scott Thatcher / P&Z
Theo Jackson / P&Z
From: Jim Brown/Deputy BO 
Re: Required Fence Inspections

Effective March 1, 2018, the Building Department Inspection staff will only be required to inspect the following types of Fence Permits:

Commercial Fences
Pool Barrier Fences
Fences over 6'

The Building Department relies on the notarized "Fence Construction Certification Form" to ensure fences are installed in accordance with the current Town of Jupiter ordinance and approved plans.

Going forward, once fence permits are approved by both the Building Department and the Planning & Zoning Department, the permit will be issued and closed by the case manager unless it is a Commercial, Pool Barrier, or over 6' fence.

If you have any questions, please contact Jim Brown.

Thank you,
Jim Brown
Deputy Building Official



Fence Construction Certification Form

Town of Jupiter Building Department

Permit # _____

(Print Name) I, _____ intending to be legally bound, hereby certify the fence construction/replacement will be installed in accordance with the current Town of Jupiter ordinance and approved plans for fences.

Pool Barrier Yes No Commercial Yes No Fence Height:

At said property _____ Date: _____

Signature, Permit Qualifier: _____

License # _____

**State of Florida
Palm Beach County**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ (Year).

by _____ who
(Name of Person Acknowledging)

Personally Known _____ Or Produced Identification _____

Type of Identification Produced _____

(Signature of Notary Public – State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

**210 Military Trail
Jupiter, Florida
(561) 741-2286 Telephone
(561) 741-0911 Fax**



Town of Jupiter
Building Department
210 Military Trail
Jupiter, Florida 33458
(561) 741-2286

EASEMENT AGREEMENT

Date _____

I propose to apply for a Town permit to erect _____ in the utility easement on my property at

Lot: _____ Block: _____ Subdivision: _____

Brief description of dimensions and location from property lines: _____

In the event that you have no objections to this project, will you please complete this form and return to me:

Contractor/Owner: _____

Address: _____

Email: _____ Fax: _____

I understand that your company will not be responsible in any way for repairs to, or replacement of, any portion of this _____ and that any removal or replacement of this construction for your use of this easement will be done at my expense.

Signature of Owner: _____

Utility Company/Department

We agree to the proposed construction under the circumstances described above.

Mail, Email or Fax to:

- AT&T Engineering Department**
321 SE 2nd St, Delray Beach, FL 33483
Email: G44448@att.com
Subject: Easement, Customer address & city
- Comcast Cable**
Office: 561-815-6659
Email: Daniel_Tiburcio2@comcast.com
- Florida Power & Light – Jupiter Operations**
100 Delaware Blvd, Jupiter, FL 33458
Office: 561-616-1601
- Sewer (Loxahatchee River District)**
Office: 561-747-5700
Email: Cindy.Denton@LRECD.org
- Jupiter Water Department**
**Include boundary survey indicating location of project marked by XX*
**A separate indemnity agreement may be required*
Customer Service Office: 561-741-2300
Email: winfo@jupiter.fl.us
Subject: Utility Easement Agreement
- TECO Peoples Gas**
1363 Jupiter Park Drive, Jupiter, FL 33458
Office: 813-228-1010
Email: mybusinessaccount@tecoenergy.com

Utility Company: _____

Comments:

Print Name _____

Signature _____

Title: (Please Print) _____

***** IMPORTANT *****
Call 811 prior to digging in order to locate existing underground services.



DRAINAGE EASEMENT AGREEMENT

Name: _____ Permit # _____

Address: _____ Jupiter, Florida _____

Lot: _____ Block: _____ Subdivision: _____

In consideration of the issuance of a Building Permit by the Town of Jupiter for a:

(Describe work to be done)

The above owner of said property agrees to remove at no expense to the Town of Jupiter the described construction from the building site also known as a Town Drainage Easement, within ten (10) days of written notice addressed to them or their successors in interest stating to them that the said drainage easement is to be put to use. It is agreed that if this construction is not removed in the allotted time by the owner, the Town shall do so without obligation to rebuild or replace.

It is also agreed that this Agreement may be recorded in the official records of the Town of Jupiter, Florida, Palm Beach County, and that this Agreement shall run with the land and be binding upon the heirs, successors and assigns of the owner.

Signed, sealed, executed and acknowledged this _____ day of _____, 20 _____

Before me personally appeared, and to be known to be the person described herein who executed the foregoing instrument and they acknowledged to me the execution thereof to be their free act and deed for the uses and purposes therein mentioned.

WITNESS my signature and official seal the day and year last mentioned.

Notary Public

Signature of Owner

Printed Name of Notary

Printed Name of Owner

My Commission Expires: _____

(Notary Seal or Stamp)



EASEMENT AGREEMENT

Reciprocal Maintenance Easement

Date _____

Property Owner _____
(Owner applying for permit)

Address _____ City _____ Zip Code _____

I propose to apply for a city permit to erect _____ in the reciprocal maintenance on my property at _____ Lot _____ Block _____ Subdivision _____

Brief description of dimensions and location from property lines:

Adjoining Property Owner _____

Address _____

I understand that you (the adjoining property owner) will not be responsible in any way for repairs to, or replacement of, any portion of this _____ and that any removal or replacement of this construction necessary for your use of this easement will be done at my (fence owner) expense.

Signature of Owner _____

ACKNOWLEDGEMENT this _____ day of _____ 20 _____

(Adjoining Property Owner Signature) **Must be Notarized**

(Print Adjoining Property Owner Name)

Verification of Adjoining Property Owner's signature

STATE OF FLORIDA
COUNTY OF PALM BEACH
TOWN OF JUPITER

I HEREBY CERTIFY that on this _____ day of _____, 20 _____ before me personally appeared _____ (**the adjoining property owner**) to be known to be the person described herein and who executed the foregoing instrument and they acknowledged to me the execution thereof to be their free act and deed for the uses and purposes therein mentioned.

WITNESS my signature and official seal the day and year last mentioned.
My commission expires:

NOTARY PUBLIC, STATE OF FLORIDA



TOWN OF JUPITER BUILDING DEPARTMENT
210 Military Trail, Jupiter, Florida 33458
(561) 741-2286 Fax 741-0911

The provisions of Florida Statutes Chapter 489 require construction to be performed by a licensed contractor. You have applied for a permit under an exemption to the law under Chapter 489.103 (7). The exemption allows you, as the owner of your property to act as your own contractor even though you do not have a license. Provided you comply with the following stipulations outlined below. **YOU MUST PERFORM OR SUPERVISE THE CONSTRUCTION YOURSELF.** County Ordinances require that all permit recipients possess technical knowledge to personally supervise all permitted work.

Please carefully read the Disclosure statement below, prior to signing. If these rules are violated the Town of Jupiter Building Department shall withhold final approval, revoke the permit or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

DISCLOSURE STATEMENT

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850.487.1395 or <http://www.myfloridalicense.com/dbpr/construction-industry/> for more information about licensed contractors.
11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: _____.
12. I agree to notify The Town of Jupiter Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature: _____ .

Date: _____ .

Appeared in Person

Verified by: _____