



City of Auburndale

Retaining Wall Guidelines

Revised September 2021

Please include the following items in the order shown below.

Building Permit Application

Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the Building Permit Application, contact the Construction Services Office at 863-965-5530 or email at permit@auburndalefl.com

Owner-Builder Affidavit

Applicable to owner/builders only. An Owner-Builder Affidavit is a legally binding oath required by Florida Statute, which you are required to execute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.103\(7\)](#) to be exempt from professional licensure requirements as an Owner/Builder.

Plot/Site Plan

The Site Plan must include proposed setbacks from the property line to the deck. Contact us for further information on submittal requirements.

Notice of Commencement

Before you can obtain the first inspection, the Notice of Commencement must be submitted to the City of Auburndale Construction Services.

Customers, please send questions, comments, and suggestions for this checklist to permit@auburndalefl.com. We update this list periodically.