



**CITY OF YORBA LINDA**  
P.O. BOX 87014 CALIFORNIA 92885-8714

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**BUILDING DIVISION (714) 961-7120**

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Procedure No. 012

**Procedure Subject:** Submittals and Permit Issuance for Walls and Fences

Effective Date: 01/14/2016

The City will no longer require two (2) permits to be issued for property lined walls or fencing. Only one (1) permit will be issued with the adjoining property address or addresses in the permit description.

**Required Documentation for Submittal**

1. Site Plan indicating linear footage and location of wall or fence (City standard plot plan may be used if applicable)
2. Indicate on plot plan if property has a pool.
3. Indicate on plot plan if pilasters greater than 36" in height will be constructed.
4. Print clear description of work proposed.
5. Signatures of all property owners where construction is proposed.

**Require Documentation to issue a permit to individual other than Licensed Contractors**

1. If the property owner or other applicants are submitting for permit issuance, they must have a notarized letter of authorization to apply for permits for said property or adjoining property.
2. Letter must state the owner or owners are aware and approve permits to be issued on the assumed property line. And the owner or owners are giving said applicant permission to submit for and obtain permits for said property or properties on their behalf.

**Required Documentation for Inspection**

1. Approved plans on site with job card.

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Jack Leonard, Interim Building Official