



Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

772-288-5916 Text: 202-937-0892 www.martin.fl.us

Commercial Construction Checklist

[Florida Building Code 8th Edition \(2023\)](#)

1. 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 Permitting Division at 772-288-5916.

2. Surveys/Site Plans

Survey date cannot be older than October 4, 2002, and cannot contain previous approval stamps. Surveys/Signed & Sealed Site Plans must include the following:

- N.A.V.D. elevations (property corners, mid-points at lot lines and average crown of road)
- Proposed drainage
- Flood Zone
- Proposed setbacks from the property line to all sides of the proposed structure
- All easements, landscape buffers, and preserve areas.

For further information on survey submittal requirements, reference the [Infill Lot Permit Application Checklist](#), or contact 772-288-5495 for Site Compliance, Zoning, setbacks, height, permitted use and lot coverage questions.

3. Health Department Septic Tank Permit

If your property is served by septic system and additional living space is being constructed, a copy of the Health Department approved septic tank permit with the original approved stamped plans must be submitted. Please contact the Environmental Division of the Health Department at 772- 221-4090 to request a septic tank permit application. If your property is served by a public or private sewer (non- septic) system, no such Health Department approval is required.

4. Complete Set of Sealed Plans

This is a complete and concise illustration of the proposed work prepared with sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the code, relevant laws, ordinances, rules and regulations. All required pages must be signed and sealed by a registered design professional where required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes. The maximum sheet size is 24"x 36". **Note: For further information on plan requirements, [Make an Appointment with a Plan Reviewer](#) for a telephone or in-person appointment.**

5. Design Certification for Wind Load

Martin County Form 100 - [Design Certificate for Wind Load](#) - Must be signed and sealed by a registered design professional where required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes. If this information is stated on the plans, this form does not need to be submitted.

6. Martin County Product Approval Checklist

[Martin County Product Approval Checklist](#) must be signed and sealed by the Architect or Engineer of Record. If this information is stated on the plans, this form does not need to be submitted. 8th edition (2023) FBC/Residential 107.3 & 107.2.1.

7. Manual N or Ashrae Calculation (Ac Calcs)

This is a sizing calculation used on commercial structures. If filled out properly, it will determine the correct size air conditioning equipment required to meet Florida's strict energy code. Martin County uses West Palm Beach Area Temperatures.

8. FI Commercial Energy Form Flacom-2020

This is the energy efficiency form required by Florida law. It indicates all items that affect the energy efficiency of the structure and shows numerically that the structure passes the minimum energy efficiency design requirements. This is signed and sealed by a Florida licensed Architect or Engineer. Jurisdiction: Martin County, FL (531000)

9. Florida Accessibility Code Design Cert.

This is completed by the design professional and addresses the Florida Building Code requirement to spend up to 20% of the cost of a remodel or addition to improve the accessibility of a structure 8th Edition (2023) FBC/Access 202.4.

10. Site Plans - Commercial

Approved, stamped and signed final site plans from Martin County Growth Management and Engineering Departments. Circle the building being constructed under this permit if multiple buildings are on the approved Site Plan.

11. Commercial and Multi-Family Fire Protection/Life Safety Systems

A completed [61G-32 form](#) is to be filled out by the Engineer for the appropriate Fire Protection/Life Safety System in accordance with the Florida Administrative Code Chapter 32 Responsibility Rules of Professional Engineering Concerning The Design of Fire Protection Systems. Also, submit [Owner's Certificate](#) and [High-Piled or Rack Storage Owner's Certificate](#).

12. Hood Plans/Specifications

A complete set of Hood Plans/Specifications are required. **Note: Must be signed and sealed by a Florida licensed Architect or Engineering.**

13. Fire Suppression Plans

Fire Suppression Plans and Specifications (Type 1 Hoods) submitted to the Fire Marshall's Office. **(A separate permit is required.)**

14. Commercial Exhaust Hood Review List

A [Commercial Exhaust Hood Review List](#) provides detailed information on the hood to be installed. It must be completed in its entirety and submitted with the permit application, plans and documents.

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