**Martin County Building Department**
900 SE Ruhnke Street, Stuart, FL 34994
772-288-5916  Text: 202-937-0892  www.martin.fl.us

# Inspection Instructions for Approved Private Providers

## Inspection Request Notification

1. Notification of the date of the inspection must be made no later than the prior business day.
2. A separate form must be submitted for each permit number (no exceptions).
3. Submission can be done either by mail to 900 SE Ruhnke Street, Stuart, FL 34994 or e-mail to mcpro@martin.fl.us

## Inspection Results Form

1. Note: The Inspection Results Form must be submitted on your company's letterhead no later than 2 days after the completed inspection. (If you already have your own form on your letterhead that has already been approved by the Building Official, you can continue to submit same.)
2. A separate form must be submitted for each permit number (no exceptions).
3. Submission can be done either by mail to 900 SE Ruhnke Street, Stuart, FL 34994 OR e-mail to mcpro@martin.fl.us
4. All Inspection Results Forms must be signed by the Inspector who inspected the job.
5. Private Provider should contact all other Departments involved to ensure that Conditions of Approval and other inspections by those Departments have been completed – e.g., Engineering, Environmental, Final Site Inspection (ADA).
6. On completion of all required inspections, a Certificate of Compliance summarizing the inspections performed must be prepared, signed and sealed by the Private Provider, submitted to the Martin County Building Department, and should contain the following statement:

   *"To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes."*

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