Building Permit Application

FBC Current Edition (2023)

Hover over form fields for instructions.

Instructions for submission: Upload completed form to Accela Citizen Access (ACA) Portal using this link or email to permitting@martin.fl.us

Construction Information

Select one ◯ Residential ◯ Commercial Permit application for _____

Detailed description of work

Additional work to be done under this permit (Select all that apply.)

☐ Air conditioning ☐ Gas tank/line ☐ Low voltage
☐ Electric ☐ Irrigation sprinkler ☐ Plumbing

Complete all applicable fields below.

Total sq. ft. for proposed structure under conditioned air _____ Total sq. ft. for proposed structure _____

_____ **Utilities** ◯ Septic tank ◯ Sewer
Construction cost

Proposed Improvement Location

Property address _____ _____ _____ _____
Street City ZIP Code Subdivision

Locate the Property ID on your tax receipt or enter known information in the Real Property Search section of the Martin County Property Appraiser homepage.

Property ID _____

Owner or Lessee Information

Enter lessee information only if lessee contracted for the improvement.

Owner or lessee name | Email | Phone

Mailing address Street | City | State | ZIP Code

Interest in property (select one) ◯ Owner ◯ Lessee ◯ Tenant

Contractor Information

Contractor name | Company | Email | Phone

Mailing address Street | City | State | ZIP Code | MC or FL license

Supplemental Construction Lien Law Information

Designer, architect, or engineer ☐ Not applicable

Name | Phone

Mailing address Street | City | State | ZIP Code

Mortgage company ☐ Not applicable

Name | Phone

Mailing address Street | City | State | ZIP Code

Fee simple title holder ☐ Not applicable

Name | Phone

Mailing address Street | City | State | ZIP Code

Bonding company ☐ Not applicable

Name | Phone

Mailing address Street | City | State | ZIP Code

Notice to Owner

Your property may be subject to recorded deed restrictions that could limit or prohibit the work requested in this building permit. Review your property records to determine whether any restrictions apply before proceeding.

Owner/Contractor Affidavit

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit.

In consideration of the granting of this requested permit, I do hereby agree that I will, in all respects, perform the work in accordance with the approved plans, the Florida Building Code 8th Edition (2023) and Martin County Amendments. Plan revisions on all structures exempted by code from architect/engineer design may be done by permit holder.

Warning to Owner: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. A Notice of Commencement must be recorded and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before commencing work or recording your Notice of Commencement.

Signature & Notarization

Owner or lessee

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

_____

Owner/agent/lessee signature & date

The foregoing Affidavit was acknowledged before me ◯ by physical presence ◯ online

by the above-named ◯ who is personally known to me or ◯ produced the following type of identification

ID information (if applicable) _____ on _____

Notary Seal

_____

Notary Public

_____

Notary signature & date

Signature & Notarization

Contractor or license holder

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

_____
Contractor/license holder signature & date

The foregoing Affidavit was acknowledged before me ◯ by physical presence ◯ online
by the above-named ◯ who is personally known to me or ◯ produced the following type of identification

ID information (if applicable) _____ on _____

Notary Seal

_____
Notary Public

_____
Notary signature & date

Building Department staff initials _____