



Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

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

Shutters with Electric 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. Owner/Builder Disclosure Statement

Note: Applicable to Owner/Builders only. This must be signed in the presence of a Building Department staff member. An [Owner/Builder Disclosure Statement](#) is a legally binding oath required by Florida Statute 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 489.503\(6\)](#) to be exempt from professional licensure requirements as an Owner/Builder. For further information, contact the Contractors' Licensing Division at 772-288-5482.

3. Shutter Schedule

The [Shutter Schedule Form](#), submitted with the application, labels the openings and provides the size of the shutters installed on these openings. This assists the Inspector when identifying what attachment method from the product approval form applies. 8th Edition (2023) FBC/Residential/Building 107.2.1.

4. Floor Plans

Indicate the location of improvements. 8th Edition (2023) FBC/Residential/Building 107.2.1.

5. 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.

6. Electrical Load Calculations

An [Electrical Load Calculations](#) form is a fill-in-the-blank form to allow us to ensure the new electric will not overload existing electric service, size and capacity. 8th Edition (2023) FBC/Residential 107.2.1.

7. Manufacturer's Specification

Please provide specifications on the structure:

These are printed brochures from the manufacturers explaining limitations and installation of their products inclusive of all details, sizes, lengths, attachments, and details showing the construction of the structure. 8th Edition (2023) FBC/Residential/Building 107.2.1.

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