



**Martin County, Florida**  
**Building Department**  
 900 SE Ruhnke Street, Stuart, FL 34994  
 772-288-5916 [www.martin.fl.us](http://www.martin.fl.us)  
 Text: 202-937-0892

## Residential Addition Checklist

### Florida Building Code 7th Edition (2020)

Please include the following items in the order shown below. If any item is not included identify the item and the reason for its exclusion in the narrative.

A non-refundable plan review fee is due upon submission of your application. Additional fees will be due prior to issuing the permit.

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| <input type="checkbox"/> <b>Building Permit Application</b>          | 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.   | <a href="#">Application</a>  |
| <input type="checkbox"/> <b>Owner/Builder Disclosure Statement</b>   | <b>APPLICABLE TO OWNER/BUILDERS ONLY.</b><br>An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute in order 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) in order to be exempt from professional licensure requirements as an Owner/Builder. <b>This must be signed in the presence of a Building Department staff member.</b> For further information, contact the Contractors' Licensing Division at 772-288-5482.  | <a href="#">Florida Statute 489.503(6)</a><br><br><a href="#">Owner/Builder Disclosure Statement</a> |
| <input type="checkbox"/> <b>Surveys/Site Plans</b>                   | Survey date cannot be older than October 4, 2002 (with the exception of driveways and fences) and cannot contain previous approval stamps. Surveys/Signed & Sealed Site Plans must include the following: <ul style="list-style-type: none"> <li>• N.A.V.D. elevations (property corners, mid-points at lot lines and average crown of road)</li> <li>• Proposed drainage</li> <li>• Flood Zone</li> <li>• Proposed setbacks from the property line to all sides of the proposed structure</li> <li>• All easements, landscape buffers, and preserve areas.</li> </ul> For further information on survey submittal requirements, reference the Martin County Infill Code Compliance Checklist, or contact Site Compliance at 772-288-5920. Contact 772-288-5495 for zoning, setbacks, height, permitted use and lot coverage questions. | <a href="#">Infill Lot Permit Application Checklist</a>  |
| <input type="checkbox"/> <b>Health Department Septic Tank Permit</b> | <p>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.</p> <p>If your property is served by a public or private sewer (non-septic) system, no such Health Department approval is required.</p>  |  |

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| <input type="checkbox"/> <b>Complete Set of Sealed Plans</b>             | <p>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". For further information on plan requirements, contact Plan Review at 772-288-5490, 772-288-5768, 772-463-2816 or 772-419-4547.</p>  |  |
| <input type="checkbox"/> <b>Florida Energy Code for Bldg. Constr.</b>    | <p>(If adding living space) - Form 402-7th Edition (2020) (Current version). This form is usually prepared, signed and dated by the Architect/Engineer of record or the A/C Contractor.</p>   | <a href="#">Form 402 Appendix C</a>                      |
| <input type="checkbox"/> <b>Manual "J" Form</b>                          | <p>West Palm Beach area (dry bulb: summer 91 degrees/winter 45 degrees). Must show equipment size and type. This form is usually prepared, signed and dated by the Architect/Engineer of record or the A/C Contractor.</p> <p>As you might imagine, energy efficiency is an important consideration in a living environment and is strictly governed by the State of Florida in the form of Building Code requirements. These requirements range from prescribing minimum equipment ratings, materials, construction practices, etc., and are specifically governed by Chapters 13 of the Florida Building Code and 11 of the Florida Residential Code governing energy efficiency. These forms are intended to demonstrate compliance with the energy efficiency criteria and the Building Department highly recommends that you seek professional assistance through the services of a qualified Architect, Engineer or H.V.A.C. Contractor in completing these forms when they are specifically required for your particular construction project.</p> |  |
| <input type="checkbox"/> <b>Electrical Load Calculations</b>             | <p>This is a fill-in-the-blank form to allow us to ensure the new electric will not overload existing electric service, size and capacity. 7th Edition (2020) FBC/Residential 107.2.1.</p>  | <a href="#">Electrical Load Calculations</a>             |
| <input type="checkbox"/> <b>Riser Diagram - Electrical</b>               | <p>This is a drawing depicting the electrical equipment being installed, as well as identifying all equipment, total amps, wire size, grounding, and whether it is an underground or overhead service. If this information is stated on the plans, this form does not need to be submitted.</p>   | <a href="#">Riser Diagram - Electrical</a>               |
| <input type="checkbox"/> <b>Design Certification for Wind Load</b>       | <p>Martin County Form 100 - 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.</p>  | <a href="#">Design Certification For Wind Load</a>       |
| <input type="checkbox"/> <b>Martin County Product Approval Checklist</b> | <p>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. 7th edition (2020) FBC/Residential 107.3 &amp; 107.2.1.</p>   | <a href="#">Martin County Product Approval Checklist</a> |

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| <input type="checkbox"/> <b>Product Approval</b>                                     | Product approvals/Notices of Acceptance are published, pre-approved construction assemblies associated with specific materials, assemblies and construction methods that have been specifically tested in accordance with Florida requirements and ultimately have received a valid product approval designation that demonstrates compliance with the applicable building code requirements. F.A.C.61G20-3   |  |
| <input type="checkbox"/> <b>Tile Roof Requirements</b>                               | For Concrete or Clay/Tile Roof specify how the roof field tile will be attached to the deck (reference F.S.R.A. Installation Manual). Provide section details showing the installation/attachment of ridge and hip cap tile. Demonstrate compliance with the 6th Edition (2017) FBC 1507.3 and 6th Edition (2017) FBC Residential R905.3. Also provide Product Approval for all roof adhesives.   |  |
| <input type="checkbox"/> <b>Substantial Improvement Determination Checklist Form</b> | <p>Substantial Improvement Determination is required to determine if the cumulative value of improvements equals or exceeds 50% of the value of the structure being improved within a Special Flood Hazard Area that do not comply with current Flood Protection Regulations. This applies to all structures, residential or commercial, that are open and available to the public. <b>DOES NOT APPLY</b> to improvements on an accessory structure such as a shed or storage unit.</p> <p>The property owner must complete and sign the Substantial Improvement Determination Checklist Form, have his or her signature notarized and submit the completed form with the Building Permit Application and other documentation. For further information, please contact the Martin County Public Works Department at (772) 288-5956.</p> | <a href="#">Substantial Improvement Determination Checklist Form</a> |

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