



**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

**Driveway 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.

<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> 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>  <a href="#">Owner/Builder Disclosure Statement</a>
<input type="checkbox"/> <b>Lot Coverage Calculation</b>	Show the lot coverage calculations on a survey/site plan. (Martin County Land Development Regulations Article 3, Division 2, Section 3.12, Table 3.12.1) LOT = X SF = 100% HOUSE = X SF = X % (House- porches) POOL = X SF = X % DECKS = X SF = X %, DRIVE = X SF = X % EQUIPMENT PADS = X SF = X % Open Space = Total Lot sf - (House footprint + Pool + Decks + Drive + Equipment Pads + sidewalks + walkways) For further information contact Site Compliance at 772-288-5920. If property is within a CRA area contact 772-288-5485 or <a href="mailto:sabasolo@martin.fl.us">sabasolo@martin.fl.us</a> .	

<input type="checkbox"/> <b>Site Plan</b>	<p>A Site Plan must be submitted with the following information. All elevations must reference North American Vertical Datum of 1988 (NAVD 88)</p> <ol style="list-style-type: none"> <li>1. Topographic information within the roadway right of way including centerline of road, roadside swales, and inverts of neighboring driveway culverts.</li> <li>2. Proposed material shall be provided</li> <li>3. Existing roadside drainage shall not be blocked</li> <li>4. Proposed invert elevations of the driveway or the driveway culvert must be shown</li> <li>5. Sizes and inverts of neighboring driveway culverts (upstream and downstream) must be shown</li> <li>6. Pipe size of the culvert must be a minimum of 15-inches or match the pipe sizes of the neighboring driveway culverts (whichever is greater)</li> <li>7. The maximum change in grade for a single family home on a local street cannot exceed 10%</li> <li>8. If roadside swales do not exist, the driveway shall be graded to provide for a minimum of 0.2-foot fall, seven (7) feet from edge of pavement.</li> <li>9. Stormwater runoff from areas of any construction activity shall be controlled, treated and managed on-site using best management practices (BMPs) to minimize erosion, sedimentation, and illicit discharge to neighboring properties, the County's MS4, or regulated waters.</li> </ol> <p>All proposed BMPs must be shown on the site plan. To minimize the disturbance of the roadside, a temporary construction driveway with a piped culvert must be used. Examples of permitted BMPs include silt fence, storm drain inlet protection, floating turbidity barriers, hay barrels, and filter socks.</p> <p>For additional information, call 772-288-5920.</p>	<p style="color: blue;">Driveway Details</p>
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