



**Martin County, Florida  
Building Department**

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

**Fence 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, which you are required to execute before a Building employee 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>Surveys/Site Plans</b>	Survey/Site Plan must include the following: <ul style="list-style-type: none"><li>• All existing structures on property.</li><li>• Location of proposed fence.</li><li>• Setbacks from fence to property lines.</li><li>• Height and type of fence</li><li>• Location of all easements.</li></ul> Contact 772-288-5495 for zoning, setbacks, height, permitted use and lot coverage questions.	
<input type="checkbox"/> <b>Fence Affidavits</b>	<b><u>Affidavit of Compliance:</u></b> This is the contractor's certification that the fence will be constructed in compliance with all CRA and Zoning rules and regulations. This affidavit waives the requirement of a Zoning review. <b><u>Affidavit of Completion:</u></b> This affidavit is completed <b>AFTER</b> the fence has been installed in compliance with all CRA and Zoning rules and regulations and is submitted to Inspections. <b>These Affidavits cannot be used when fence is a pool barrier.</b>	<a href="#">Fence Affidavit of Compliance</a> <a href="#">Fence Affidavit of Completion</a>
<input type="checkbox"/> <b>Easement Agreement</b>	Needed only when the fence crosses an easement. Must be obtained from all utility companies affected. The Agreement along with a copy of the survey can be faxed to the appropriate utility companies.	<a href="#">Easement Agreement</a>

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