



Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

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

Fence 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. Surveys/Site Plans

Survey/Site Plans must include the following:

- All existing structures on property.
- Location of proposed fence.
- Setbacks from fence to property lines.
- Height and type of fence
- Location of all easements. **Note: If no easements, indicate that on the survey.**
- Contact 772-288-5495 for zoning, setbacks, height, permitted use and lot coverage questions.

4. Fence Affidavits

[Affidavit of Compliance](#). 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.

[Affidavit of Completion](#). This affidavit is completed AFTER the fence has been installed in compliance with all CRA and Zoning rules and regulations and is submitted to Inspections.

Note: These Affidavits cannot be used when fence is a pool barrier.

5. Easement Agreement

An [Easement Agreement](#) is needed only when construction is proposed within 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.

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