



**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

**Misc. Structure-Residential 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>Complete Set of Sealed Plans</b>       | 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.   |  |

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