



**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

**Sign 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.

Failure to submit the following items will result in the review being denied until the deficient documents are submitted. This review sheet must accompany the submitted permit application. **Please refer to Sign Ordinance Number 1071.**

**Building Permit Application - [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". **PLEASE INDICATE ON THE APPLICATION THE NAME OF THE SIGN (EXAMPLE "LA NAILS").**

For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 772-288-5916.

**Sign Details**

Show location and height of all signage, calculations for allowable/proposed square footage for wall signs (Example Signage Area Table: 100 linear feet x 25 feet height building = 2,500 square feet x ten percent = 250 square feet total signage allowed.)

**Plans**

Plans must have a maximum size of 24" x 36" and the foundation must be shown on the plans. No lined paper, whiteouts, taped-on or added pieces will be accepted – must have clean, clear, white background with sharp lines and characters. If sign is 12' or higher, plans must be signed/sealed by an Engineer to meet the current area wind load.

**Notice of Commencement - [Notice of Commencement](#)**

If the construction value is \$2,500.00 and over, a Notice of Commencement must be completed and signed by the owner. Owner's signature must be notarized, the document recorded at the Courthouse and a recorded copy of the Notice submitted to the Building Department prior to the first inspection.

**Monument Signs**

Monument signs require a separate permit application.

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