



**Martin County, Florida
Building Department**

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

Replacement Window/Door 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"/> 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.	Application
<input type="checkbox"/> Owner/Builder Disclosure Statement	APPLICABLE TO OWNER/BUILDERS ONLY. 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. This must be signed in the presence of a Building Department staff member. For further information, contact the Contractors' Licensing Division at 772-288-5482.	Florida Statute 489.503(6) Owner/Builder Disclosure Statement
<input type="checkbox"/> Floor Plans	Indicate the location of improvements. 7th Edition (2020) FBC/Residential/Building 107.2.1.	
<input type="checkbox"/> Window/Door Schedule	This form, submitted with the application, labels the openings and provides the size of the windows and/or doors installed at these openings. This assists the Inspector when identifying what attachment method from the product approval form applies.	Window/Door Schedule
<input type="checkbox"/> Product Approval	Product approvals/Notices of Acceptance are published, pre-approved construction assemblies associated with specific materials, assemblies and construction methods that have been specifically tested in accordance with Florida requirements and ultimately have received a valid product approval designation that demonstrates compliance with the applicable building code requirements. F.A.C. 61G20-3	

<input type="checkbox"/> Substantial Improvement Determination Checklist Form	<p>Substantial Improvement Determination is required to determine if the cumulative value of improvements equals or exceeds 50% of the value of the structure being improved within a Special Flood Hazard Area that do not comply with current Flood Protection Regulations. This applies to all structures, residential or commercial, that are open and available to the public. DOES NOT APPLY to improvements on an accessory structure such as a shed or storage unit.</p> <p>The property owner must complete and sign the Substantial Improvement Determination Checklist Form, have his or her signature notarized and submit the completed form with the Building Permit Application and other documentation. For further information, please contact the Martin County Public Works Department at (772) 288-5956.</p>	<p>Substantial Improvement Determination Checklist Form</p>
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