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

Residential Remodel 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. **Health Department Septic Tank Permit**

   If your property is served by septic system and additional living space is being constructed, a copy of the Health Department approved septic tank permit with the original approved stamped plans must be submitted. Please contact the Environmental Division of the Health Department at 772-221-4090 to request a septic tank permit application. If your property is served by a public or private sewer (non- septic) system, no such Health Department approval is required.

4. **Complete Set of Sealed Plans**

   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". Note: For further information on plan requirements, Make an Appointment with a Plan Reviewer for a telephone or in-person appointment.

5. **Florida Energy Code for Building Construction**

   (If adding living space) - Form 402-8th Edition (2023) (Current version). This form is usually prepared, signed and dated by the Architect/Engineer of record or the A/C Contractor.

6. **Manual "J" Form**

   West Palm Beach area (dry bulb: summer 91 degrees/winter 45 degrees). Must show equipment size and type. This form is usually prepared, signed and dated by the Architect/Engineer of record or the A/C Contractor. As you might imagine, energy efficiency is an important consideration in a living environment and is strictly governed by the State of Florida in the form of Building Code requirements. These requirements range from prescribing minimum equipment ratings, materials, construction practices, etc., and are specifically governed by Chapters 13 of the Florida Building Code and 11 of the Florida Residential Code governing energy efficiency. These forms are intended to demonstrate compliance with the energy efficiency criteria and the Building Department highly recommends that you seek professional assistance through the services of a qualified Architect, Engineer, or H.V.A.C. Contractor in completing these forms when they are specifically required for your construction project.

7. **Electrical Load Calculations**

   An Electrical Load Calculations form is a fill-in-the-blank form to allow us to ensure the new electric will not overload existing electric service, size and capacity. 8th Edition (2023) FBC/Residential 107.2.1.

8. **Riser Diagram**

   A Riser Diagram is a drawing depicting the electrical equipment being installed, as well as identifying all equipment, total amps, wire size, grounding, and whether it is an underground or overhead service. If this information is stated on the plans, this form does not need to be submitted.

9. **Design Certification for Wind Load**

   Martin County Form 100 - Design Certificate for Wind Load - Must be signed and sealed by a registered design professional where required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes. If this information is stated on the plans, this form does not need to be submitted.

10. **Martin County Product Approval Checklist**

    Martin County Product Approval Checklist must be signed and sealed by the Architect or Engineer of Record. If this information is stated on the plans, this form does not need to be submitted. 8th edition (2023) FBC/Residential 107.3 & 107.2.1.