



Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

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

Retaining Wall 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 date cannot be older than October 4, 2002, and cannot contain previous approval stamps. Surveys/Signed & Sealed Site Plans must include the following:

- N.A.V.D. elevations (property corners, mid-points at lot lines and average crown of road)
- Proposed drainage
- Flood Zone
- Proposed setbacks from the property line to all sides of the proposed structure
- All easements, landscape buffers, and preserve areas. For further information on survey submittal requirements, reference the [Infill Lot Permit Application Checklist](#), or contact 772-288-5495 for Site Compliance, Zoning, setbacks, height, permitted use and lot coverage questions.

5. Engineered Drawings

These are illustrations of the proposed work certified with a raised seal by a Florida licensed Engineer.

6. D.E.P. Approvals

The Florida Department of Environmental Protection must provide either a permit, or an exemption from permit, for any construction on the water. We base our permit approval on their permit or exemption. If you have any questions, you may contact their office at 561-681-6600 – 3301 Gun Club Rd., MSC 7210-1, West Palm Beach, FL 33406 or go to their website at <https://floridadep.gov/Southeast>.

7. Environmental Waiver from Growth Management Department

The [Environmental Waiver](#) from Growth Management Department document must be submitted if you are requesting waivers/exceptions for any or all of the following: reduction of buffer for lots of record, reduction/elimination of construction setback, retaining walls at upland edge of buffer, access to water through buffer, and elimination of all reasonable use. For further information, contact the Environmental Division at 772-288-5495.

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