



Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

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

Screen Room 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.

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. Manufacturer's Specifications

Please provide specifications on the structure:

These are printed brochures from the manufacturers explaining limitations and installation of their products inclusive of all details, sizes, lengths, attachments, and details showing the construction of the structure. 8th Edition (2023) FBC/Residential/Building 107.2.1.

6. 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.

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