



Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

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Single Family Residence 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. Land Clearing Plan & Environmental Assessment

A Land Clearing Plan will be reviewed for approval with your building permit. Refer to [Land Clearing Plan Checklist](#). See [Sample Land Clearing Plan](#).

An environmental assessment, as prepared by an environmental professional, is generally required prior to the approval of the Land Clearing Plan. Proposed impacts to listed species, such as the gopher tortoise, will require state permits. These permits must be uploaded to your building permit application before the Land Clearing Plan can be approved. Contact the [Florida Fish and Wildlife Conservation Commission](#) (FWC) for more info.

The building permit may be exempt from the requirement to obtain an approved Land Clearing Plan. This would be based on an environmental assessment that shows no listed species or no habitat areas exist, and where authorized clearing has been previously approved. Here is an [Environmental Consultant List](#).

4. Native Tree Requirements for Certificate of Occupancy

There are [Landscaping Requirements for Single Family Homes](#). Required trees will be identified on the conditions added to the building permit and inspected prior to C.O. Existing native trees can be counted toward this requirement if protected during development.

5. 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.

6. 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, 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.

7. Lot Coverage Calculation

Show the lot coverage calculations on a survey/site plan. (Martin County Land Development Regulations Article 3, Division 2, Section 3.12, Table 3.12.1)

LOT = X SF = 100%

HOUSE = X SF = X % (House-porches)

POOL = X SF = X %

DECKS = X SF = X %, DRIVE = X SF = X %

EQUIPMENT PADS = X SF = X %

Open Space = Total Lot sf - (House footprint + Pool + Decks + Drive + Equipment Pads + sidewalks + walkways)

For further information, contact Site Compliance at 772-288-5459.

If property is within a CRA area, call 772-288-5485.

8. Infill Lot Code Compliance

This is an [Infill Permit Application Checklist](#) and an [Infill Lot Grading Plan Sample](#) with information on infill applicability and mandatory requirements for all infill lots in Martin County. For further information, call 772-288-5459.

9. 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.](#)**

10. 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.

11. 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.

12. 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.

14. Riser Diagram - Electrical

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.

15. 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.

16. Martin County Product Approval Checklist

[Martin County Product Approval Checklist](#) must be signed and sealed by the Architect or Engineer of Record. **Note: 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.

17. 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

18. Tile Roof Requirements

For Concrete or Clay/Tile Roof specify how the roof field tile will be attached to the deck (reference F.S.R.A. Installation Manual). Provide section details showing the installation/attachment of ridge and hip cap tile. Demonstrate compliance with the 8th Edition (2023) FBC 1507.3 and 8th Edition (2023) FBC Residential R905.3. Also provide Product Approval for all roof adhesives.

19. Single Family Plan Review Checklist

This [Single Family Plan Review Checklist](#) is a complete list detailing mandatory requirements and floor plan, electrical and mechanical information.

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