Pre-Construction Meeting Request

Martin County Public Works Department
2401 SE Monterey Road, Stuart Florida 34996
Telephone: (772) 288-5927
pwdpermits@martin.fl.us

This form must be submitted by the Engineer of Record to the Martin County Public Works Department, via regular mail or via e-mail (pwdpermits@martin.fl.us) at least **five (5) business days PRIOR** to the scheduling of a Pre-Construction Meeting. It is the responsibility of the Engineer of Record to notify the Martin County Public Works Department of any and all changes to the information provided.

The Engineer of Record shall serve as the main point of contact for the project. All communications shall be routed to the Engineer of Record.

Trees are to be protected during the development as indicated on the approved landscape and construction plans shall be flagged for identification at the Pre-Construction Meeting. The Pre-Construction Meeting will be held on-site unless otherwise noted.

Project Name: _____

Project No.: _____

Emergency Contact: _____ **Phone:** _____

Contact Information
Please provide the contact information of the on-site representatives

Engineer of Record: _____

Company Name: _____

License No.: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Site Contractor: _____

Company Name: _____

License No.: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Underground Contractor: _____

Company Name: _____

License No.: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

General Contractor: _____

Company Name: _____

License No.: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Environmental Consultant: _____

Company Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Surveyor and Mapper: _____

Company Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Landscape Architect: _____

Company Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Property Owner: _____

Company Name: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Permit Information

	Required?	Permit Number or additional comments
Martin County Public Works		
Right-of-way- Use	◯ YES ◯ No	_____
Florida Department of Transportation		
Driveway Connection	◯ YES ◯ No	_____
Drainage Connection	◯ YES ◯ No	_____
General Use	◯ YES ◯ No	_____
South Florida Water Management District		
Environmental Resource	◯ YES ◯ No	_____
Dewatering	◯ YES ◯ No	_____
Consumptive Use	◯ YES ◯ No	_____
No Notice	◯ YES ◯ No	_____
Florida Department of Environmental Protection		
Water Distribution	◯ YES ◯ No	_____
Waste Water Collection	◯ YES ◯ No	_____
Constriction General	◯ YES ◯ No	_____
Martin County Health		
Potable Well	◯ YES ◯ No	_____
Irrigation Well	◯ YES ◯ No	_____
On-Site Wastewater disposal	◯ YES ◯ No	_____
Fish and Wildlife Commission		
Gopher tortoise(GT) Survey(<90 Days or)	◯ YES ◯ No	_____
Gopher tortoise relocation Permit	◯ YES ◯ No	_____
South Martin Regional Utility		
Utility Permit	◯ YES ◯ No	_____

Other