



**Martin County, Florida  
Building Department**

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

**Commercial Construction Checklist**  
**Florida Building Code 8th Edition (2023)**

Please include the following items in the order shown below. If any item is not included identify the item and the reason for its exclusion in the narrative.

A non-refundable plan review fee is due upon submission of your application. Additional fees will be due prior to issuing the permit.

<input type="checkbox"/> <b>Building Permit Application</b>	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.	<a href="#">Application</a>
<input type="checkbox"/> <b>Surveys/Site Plans</b>	Survey date cannot be older than October 4, 2002 (with the exception of driveways and fences) and cannot contain previous approval stamps. Surveys/Signed & Sealed Site Plans must include the following: <ul style="list-style-type: none"> <li>• N.A.V.D. elevations (property corners, mid-points at lot lines and average crown of road)</li> <li>• Proposed drainage</li> <li>• Flood Zone</li> <li>• Proposed setbacks from the property line to all sides of the proposed structure</li> <li>• All easements, landscape buffers, and preserve areas. For further information on survey submittal requirements, reference the Martin County Infill Code Compliance Checklist, or contact Site Compliance at 772-288-5920. Contact 772-288-5495 for zoning, setbacks, height, permitted use and lot coverage questions.</li> </ul>	<a href="#">Infill Lot Permit Application Checklist</a>
<input type="checkbox"/> <b>Health Department Septic Tank Permit</b>	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.	
<input type="checkbox"/> <b>Complete Set of Sealed Plans</b>	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". <b>For further information on plan requirements, please click the following link to schedule a telephone or in-person appointment with a Plan Reviewer.</b> <a href="https://calendly.com/d/4kh-8zr-3sn">https://calendly.com/d/4kh-8zr-3sn</a>	

<input type="checkbox"/> <b>Design Certification for Wind Load</b>	Martin County Form 100 - 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	<a href="#">Design Certification For Wind Load</a>
<input type="checkbox"/> <b>Martin County Product Approval Checklist</b>	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.	<a href="#">Martin County Product Approval Checklist</a>
<input type="checkbox"/> <b>Manual N or Ashrae Calculation (Ac Calcs)</b>	This is a sizing calculation used on commercial structures. If filled out properly, it will determine the correct size air conditioning equipment required to meet Florida's strict energy code. Martin County uses West Palm Beach Area Temperatures.	
<input type="checkbox"/> <b>FI Commercial Energy Form Flacom-2020</b>	This the energy efficiency form required by Florida law. It indicates all items that affect the energy efficiency of the structure and shows numerically that the structure passes the minimum energy efficiency design requirements. This is signed and sealed by a Florida licensed Architect or Engineer. Jurisdiction: Martin County, FL (531000)	
<input type="checkbox"/> <b>Florida Accessibility Code Design Cert.</b>	This is completed by the design professional and addresses the Florida Building Code requirement to spend up to 20% of the cost of a remodel or addition to improve the accessibility of a structure 8th Edition (2023) FBC/Access 202.4.	
<input type="checkbox"/> <b>Site Plans - Commercial</b>	Approved, stamped and signed final site plans from Martin County Growth Management and Engineering Departments. Circle the building being constructed under this permit if multiple buildings are on the approved Site Plan.	
<input type="checkbox"/> <b>Commercial and Multi-Family Fire Protection/Life Safety Systems</b>	A completed 61G-32 form is to be filled out by the Engineer for the appropriate Fire Protection/Life Safety System in accordance with the Florida Administrative Code Chapter 32 Responsibility Rules of Professional Engineering Concerning The Design of Fire Protection Systems.	<a href="#">61g15-32-0004</a> <a href="#">Owner's Certificate</a> <a href="#">High-Piled or Rack Storage Owner's Certificate</a>

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