



**Martin County, Florida
Building Department**

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

Glass Room - Residential 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.

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| <input type="checkbox"/> 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. | Application |
| <input type="checkbox"/> Owner/Builder Disclosure Statement | APPLICABLE TO OWNER/BUILDERS ONLY. An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute in order 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) in order to be exempt from professional licensure requirements as an Owner/Builder. This must be signed in the presence of a Building Department staff member. For further information, contact the Contractors' Licensing Division at 772-288-5482. | Florida Statute 489.503(6) Owner/Builder Disclosure Statement |
| <input type="checkbox"/> Surveys/Site Plans | 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"> • 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 Martin County Infill Code Compliance Checklist, or contact Site Compliance at 772-288-5459. Contact 772-288-5495 for zoning, setbacks, height, permitted use and lot coverage questions. | Infill Lot Permit Application Checklist |
| <input type="checkbox"/> 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". For further information on plan requirements, please click the following link to schedule a telephone or in-person appointment with a Plan Reviewer. https://calendly.com/d/4kh-8zr-3sn | |

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|---|---|--|
| <input type="checkbox"/> Riser Diagram - Plumbing | This is a schematic depicting the proposed location and size of all water supply and drainage piping, as well as all proposed fixture locations and vents. | |
| <input type="checkbox"/> Electrical Load Calculations | This 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. | Electrical Load Calculations |
| <input type="checkbox"/> Florida Energy Code for Bldg. Constr. | (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. | Form 402-20 |
| <input type="checkbox"/> Manual "J" Form | <p>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.</p> <p>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 particular construction project.</p> | |

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