



**Martin County, Florida
Building Department**

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

Retaining Wall 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"/> 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"/> Engineered Drawings	These are illustrations of the proposed work certified with a raised seal by a Florida licensed Engineer.	
<input type="checkbox"/> D.E.P. Approvals	The Florida Department of Environmental Protection must provide either a permit, or an exemption from permit, for any construction on the water. We base our permit approval on their permit or exemption. If you have any questions, you may contact their office at 561-681-6600 - 400 North Congress Avenue, Suite 200, West Palm Beach, FL 33401 or (772) 398-2806 - 1801 SE Hillmoor Drive, Suite C-204, Port St. Lucie, FL 34952; or go to their website at www.dep.state.fl.us/water/wetlands/erp/forms.htm , then go to Section A.	

<input type="checkbox"/> Environmental Waiver from G.M.D.	This document must be submitted if you are requesting waivers/exceptions for any or all of the following: reduction of buffer for lots of record, reduction/elimination of construction setback, retaining walls at upland edge of buffer, access to water through buffer, and elimination of all reasonable use. For further information, contact the Environmental Division at 772-288-5495.	Wetland Waiver Application
--	--	--

ADA Accessibility Disclosure Statement – This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback.