



**Martin County, Florida
Building Department**

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

Screen Rm/Shed/Crpt 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"/> 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	

<input type="checkbox"/> Manufacturers' Specifications	Please provide specifications on the structure: These are printed brochures from the manufacturers explaining limitations and installation of their products inclusive of all details, sizes, lengths, attachments, and details showing the construction of the structure. 8th Edition (2023) FBC/Residential/Building 107.2.1.	
<input type="checkbox"/> Martin County Product Approval Checklist	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.	Martin County Product Approval Checklist

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.