



**Martin County, Florida**  
**Building Department**  
900 SE Ruhnke Street, Stuart, FL 34994  
772-288-5916 [www.martin.fl.us](http://www.martin.fl.us)  
Text: 202-937-0892

## **Shutters 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>Owner/Builder Disclosure Statement</b>	<b>APPLICABLE TO OWNER/BUILDERS ONLY.</b> 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. <b>This must be signed in the presence of a Building Department staff member.</b> For further information, contact the Contractors' Licensing Division at 772-288-5482.	<a href="#">Florida Statute 489.503(6)</a> <a href="#">Owner/Builder Disclosure Statement</a>
<input type="checkbox"/> <b>Shutter Schedule</b>	This form, submitted with the application, labels the openings and provides the size of the shutters installed on these openings. This assists the Inspector when identifying what attachment method from the product approval form applies. 8th Edition (2023) FBC/Residential/Building 107.2.1.	<a href="#">Shutter Schedule</a>
<input type="checkbox"/> <b>Floor Plans</b>	Indicate the location of improvements. 8th Edition (2023) FBC/Residential/Building 107.2.1.	
<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>

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