

City of Stuart

Development Department
Building Division

Permitting Policy and Procedure Manual

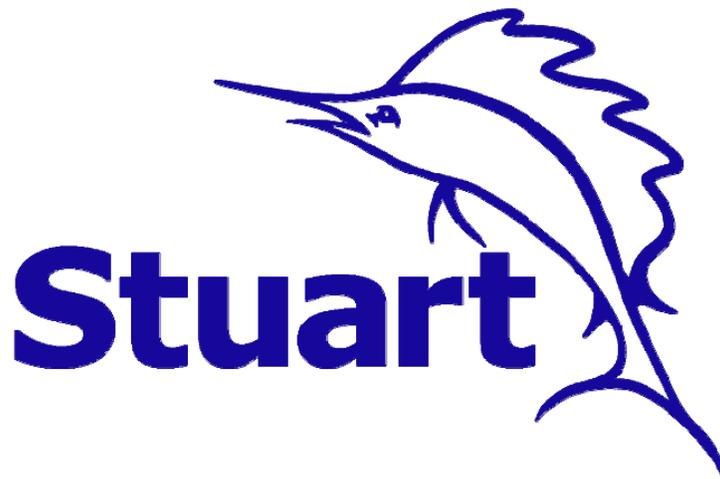


Table of Contents

Section One General Information	Pages 4 - 8
Section Two Office Procedures	Pages 9 - 11
Section Three Field Procedures	Pages 12 - 15
Section Four Contact List	Page 16
Section Five Procedures & Submittal Requirements	Pages 17 - 35
Commercial (New Commercial Buildings, Multi Family, Parks, Parking Garage, Above and Underground Tanks)	Pages 17 - 18
Additions/Renovations (including Commercial and Residential HVAC, Electric, Plumbing, Fascia, Soffit, Windows, Doors, Siding, Façade, Exhaust Hood)	Pages 18 - 19
Single family/Duplex	Page 20
Screen Enclosure/Aluminum (screen roof)	Page 21
Pools	Page 22
Fence/Walls	Page 23
Docks/Boathouse/Boatliffts	Pages 24 - 25
Seawall	Page 25
Deck	Page 26
Slab (Patio, Driveway, Brick Pavers, Foundation)	Pages 27 - 28
Accessory structure (Awning, Sheds, Canopy, Pavilions, Gazebos, Carports, Antennas, Flagpoles, Detached Garage, Dumpster enclosure)	Pages 28 - 29
Sign (including temporary)	Pages 29 - 30
Roofing	Page 30

Hurricane Shutters	Page 31
Generator	Pages 31 - 32
Gas Propane/piping	Page 33
Fire Permits (alarms, sprinklers & suppression etc.)	Pages 33 - 34
Utility (Backflow Prevention Devices, Lift Station, Sewer Taps, Underground Utilities)	Page 34 - 35
Construction Trailer	Page 35
Excavation	Page 36

All permits listed above to be applied for with the Building Division

Section One

General Information

Scope

This section is a brief overview of the operation of City of Stuart Development Department / Building Division and related departments. Information that is more detailed is included in sections two and three of this manual as well as in the appendices. This document is only a guideline to assist in the permitting process and may not be all inclusive.

Scope of Regulatory Authority

Building

The Building Division enforces the regulations of the building, gas, mechanical, plumbing and accessibility codes through the plan review and inspection processes. This division accepts applications for construction permits, collects fees, issues permits, schedules inspections, registers contractors, keeps permit record files, and issues occupancy certificates.

Planning and Zoning

The Planning and Zoning Division has two major areas of responsibility. One is the processing of plan applications including the review of requests to approve: (a) the rezoning of land (zoning map changes), (b) special exceptions, (c) Land Development Code text amendments, (d) plats, (e) annexations, (f) variances, (g) comprehensive plan amendments, and (h) revocable permits. This processing includes staff evaluation of the application for consistency with the comprehensive plan (including concurrency with adopted levels-of-service for utilities and facilities and compatibility with existing and planned uses) and consistency with the development requirements of the Land Development Code. The second major responsibility of the Division focuses upon “special studies” such as area plans, traffic studies, environmental studies, update of the Land Development Code, development of the State mandated “Evaluation and Appraisal Report,” and maintenance/update of the comprehensive plan.

Public Works

The inspectors and staff of the Public Works Department enforce regulations regarding grading and restoration of land, control of erosion and runoff, and other drainage features or systems as well as the design and installation of storm sewers, paving and other site improvements. This department also regulates any work located in the flood zone or flood fringe.

Fire Prevention

The Fire Prevention Bureau enforces the regulations of the Fire Codes including the Standard Fire Prevention Code and the Life Safety Code through the plan review and inspection processes. This department issue certificates of completion, determines occupancy load, and performs inspections of existing buildings, fire detection, suppression systems on a regular basis.

Other Departments and Agencies

Other local, state, and federal departments and agencies may also administer regulations related to building permits. For example, the Martin County Health Department regulates septic systems. To identify the governing authority for any other aspects of a project please contact the Building Division.

Permit process

Planning ahead for your project is very important due to the various time frames required for different types of permits. The total time it takes to get a permit can be as little as a few days for simple projects or as much as a few months or more for complex projects or when special reviews or variances are required.

Application

Applications for permits and variances must be made in person between the hours of 8:30 A.M. and 4:00 P.M. Monday through Friday in the City of Stuart Development Department office located at 121 SW Flagler Ave.

Plan review

Prior to the issuance of a construction permit, plans are reviewed for compliance with all applicable codes and regulations. The plan review process may range from a simple setback check by the office staff to a thorough examination of all documents pertaining to a construction project by building, public works, planning, zoning and fire examiners. When the submitted plans are reviewed, there may be requests for additional information. Revisions are to be submitted for reviews the same as for a new application. After all plan reviews are complete and all required information is received, the applicant will be notified and if approved the permit can be issued. Any revisions to the construction documents made during construction must have plans submitted for review before a work continues.

Fees

Permit fees are based on the value of the work to be performed or on the type of permit in some cases. Plan review fees are based on the permit fees. All fees shall be payable to City of Stuart. The fee schedule is available at the Development Department.

Conditions

Each construction permit covers all work on a project including electric, plumbing, mechanical and gas. Separate construction permits are required for hood systems, fuel tanks, sprinkler systems and fire alarm systems. A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of with all applicable codes and regulations, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction, or violations of the codes.

Time limit

A permit is valid for the entire duration of a project no matter how long it takes unless the work is not started or an approved inspection has not been completed within 180 calendar days (approx. six months) or if the work is stopped for 180 calendar days (approx six months) in which case a new permit will be required.

Inspections

After a construction permit is issued it is the contractor or owner's responsibility to schedule all required inspections. A fee of \$101.87 will be charged to the contractor listed on the permit for each re-inspection of rejected items or for extra scheduled inspections.

Certificate of Occupancy

A Certificate of Occupancy will be issued to the owner listed on the construction permit after all inspections are complete and all fees are paid. Conditional or temporary certificates may be issued at the discretion of the Building Official.

Codes and Ordinances

The following is a list of currently adopted codes and ordinances as of March 01, 2009. Amendments and updated versions of the codes and ordinances may have been adopted since the publication of this manual. Please check with the Development Department / Building Division to verify the current editions. In the event that the provisions of these codes and ordinances conflict, the Building Official shall enforce the more stringent of any conflicting provisions.

2010 Florida Building Code (FBC)
2010 Florida Fire Prevention Code (IFPC)
2005 NFPA 101 Life Safety Code (LSC)
2010 Florida Mechanical Code (FMC)
2010 Florida Plumbing Code (FPC)
2010 Florida Fuel Gas Code (FFGC)
2007 International Property Maintenance Code (IPMC)
2010 Florida Existing Building Code (FEBC)
2007 International Energy Conservation Code (IECC)
2010 National Electric Code (NEC)
2010 Florida Residential Code (FRC)

Copies of these codes are available at the myflorida.com website or from the International Code Council, 1-800-877-2224 and the NEC or NFPA codes phone 1-800-344-3555.

Ordinances

City of Stuart Code of Ordinance, as amended.
City of Stuart Land Development Code, as amended.
Historical Structure Records Ordinance.
Current Comprehensive Plan.

Copies of these ordinances can be obtained from the City of Stuart Development Department or online at www.cityofstuart.us. Other regulations are adopted by reference in these documents and will be enforced as applicable. State and Federal regulations are also enforced as applicable.

Variances

You may apply to the Board of Adjustment for variances or clarification of the regulations in the Zoning Ordinance for the City of Stuart. These may be appeals of administrative decisions, appeals for practical difficulties or unnecessary hardships, appeals of use-on-review decisions or appeals of zoning map interpretations. This board meets on the fourth Wednesday of each month at 1:30 PM in the Commission Chambers at the City of Stuart's City Hall. The application fee is \$819.00. Call the Development Department office for the application deadline.

For a complete description of the powers, duties and requirements of this board refer to the City of Stuart Zoning Ordinance.

An Administrative Variance may be applied for through the City Development Director who has been granted the authority to review and approve, approve with conditions, or deny:

(1) Any yard setback variance request which, does not exceed 110 percent of the code requirement. (2) Any variance request for a fence, wall or hedge height or location, or other buffer screening matter. (3) Any other minor technical or land use code variance (but not including setback variances covered above) or any minor site plan revision or amendment for items including, but not limited to, those affecting drainage, easements, bulkheads, docks, flood elevation, curbing and curb-cuts, medians, solid waste collection, principal or accessory structures or lots, signage, landscape, lighting, parking, driveways, or utilities; and including a change of use from one permitted use to another permitted use. The application fee is \$204.00.

For a complete description of the powers, duties and requirements of the Development Director refer to the City of Stuart Zoning Ordinance.

Permits Required

The 2010 Florida Building Code requires permits as follows.

105.1 Permits Required

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required construction permit.

Licensing Requirements

Section 18-52 Licenses required. (City of Stuart Code of Ordinances)

Except for work to be done by a homeowner in accordance with the City of Stuart Code of Ordinances section 18-26, no work regulated by or which a permit is required by this article may be done by nor permit issued to any person who has not been licensed by the law as competent to do such work.

Section Two

Office Procedures

Scope

This section provides details regarding the services provided in the City of Stuart Development Department / Building Division.

Preliminary

The office staff of the City of Stuart Building Division will be glad to consult with you about your project on a preliminary basis in the development, planning, and design stages. This can help to ensure you are proceeding in a way that will satisfy permitting requirements and help you to avoid costly delays. Much of this can be accomplished over the phone or through letters and faxes but sometimes it is better to make an appointment and meet in person. Preliminary consultations with other departments and agencies are recommended when their review is required for a permit.

Applications

All construction permit applications are accepted in the City of Stuart Development Department / Building Division office located at 121 SW Flagler Avenue. Construction permits may be applied for anytime between the hours of 8:30 AM and 4:00 PM. For application requirements of other departments and agencies refer to Section Four for a directory of names and phone numbers.

The permit technicians at the City of Stuart Building Division office will take your project information for the permit application. They will check to be sure all required information and drawings are submitted for review. If the applicant does not have all of the information needed the application will not be accepted, however, the Development Director may waive this requirement for good cause shown. Please refer to Section Six of this manual for the permit submittal requirements for your project. When plans are required for review, a non-refundable plan review fee must be paid at the time of application. Please contact the Building Division for a copy of a permit application and the fee schedule or obtain one online at www.cityofstuart.us. When completed, the permit application and drawings are sent through the complete plan review process described in the following sections.

Residential Plan Review

The review of plans for single family homes, duplexes, additions, renovations and residential accessory structures includes a thorough check of the zoning regulations for setbacks, number of dwellings, lot size, lot coverage, building height, driveways, parking and any special requirements. These plans are further checked for compliance with the minimum standards of the applicable building, plumbing, mechanical, gas and fire prevention codes as applicable. Code deficiencies are recorded and a copy of the deficiencies are printed and forwarded to the applicant. Revised drawings will be needed to show corrections. Some of the details checked are the foundation, slab and block details, joist and rafter spans, crawl space and attic space access and ventilation, floor, wall and roof decking, sheathing and covering, stairs and rails, fireplace, hearth and chimney, tenant separation and smoke detectors, and the gas, mechanical and plumbing systems.

Commercial Plan Review

When your application for a new commercial building is submitted, it is then reviewed by the Engineering and Public Works plan examiner for compliance regarding the site hydrology. This will include checking the grading plan for the control of erosion, surface runoff, and the site plans for the proper design of drainage features such as detention basins or storm sewers and other site improvements such as paving. The zoning plan examiner reviews the plans to verify that the use is permitted, minimum setbacks, and other zoning requirements.

The Fire code plan examiner reviews minimum standards of the codes concerning fire issues including the applicable portions of the Florida Building Codes, the Fire Prevention Code, and the Life Safety Code. The Fire Plans Examiner checks the site plan for distance to fire hydrants, the width, and location of fire lanes and the distance between buildings. The allowable height and area for the building based on the occupancy and type of construction is checked at this time as well as the means of egress and any fire separation requirements. Other fire protection items that are checked will include any fire stopping, sprinkler systems, standpipes, and alarms. The building plan examiner checks the project for compliance with the minimum requirements of the Florida Building, Mechanical, Gas, Plumbing, National Electric Code and Accessibility codes, as well as some aspects of zoning such as parking requirements. The building plans are checked for the basic requirements for allowable height and area for the occupancy and type of construction, minimum plumbing facilities, and accessibility. Proper structural design to accommodate all loads including dead, live, wind, snow, concentrated, impact, and seismic loads will also be checked as well as the designs of the mechanical, gas and plumbing systems.

Other Reviews

Other departments and agencies may be required to review plans for certain projects. The Martin County Health Department reviews plans for any septic system. Projects such as boat docks or marinas may be required to be reviewed by the United States Army Corps of Engineers and the Florida Department of Environmental Protection. Please refer to Section Four for a directory of

phone numbers to these departments so that you may call and find out their submittal requirements and other pertinent information.

Revisions

All revisions to a construction permit application must be submitted to a permit technician and go through the appropriate plan reviews including other departments and agencies when required. Revisions will require a submittal fee of 25 percent of the initial permit fee. When plans for fire alarm systems, fire sprinkler systems, kitchen hoods, or tanks are submitted for a previously permitted project a separate permit will be required. A review fee and permit fee based on the estimated value of the additional work will be charged. After the plan examiners have checked revisions they will be returned to the permit technician and issued to the builder. These plans must be kept on the job site along with the original set of plans reviewed.

Issuing Permits

When all reviews are complete and all required information is received, the applicant will be notified and the permit will be issued. Permits will only be issued to the property owner, their contractor, or a duly authorized representative. After the applicant pays the fees, they will be given the contractor's stamped reviewed set of plans, a list of required inspections, a permit card to display at the job site, and a receipt for the fees paid. City policy requires all Builders and Developers to use as its standard the "Code Box" and "Code Box Lock" to contain all approved construction documents on site. These units are supplied by the Development Department and require a deposit which will be refunded if unit is returned undamaged. All fees shall be payable to City of Stuart. An application for a construction permit for any proposed work shall be deemed to have been abandoned 180 calendar days (approx. six months) after the date of filing for the construction permit. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days (approx. six months) after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days (approx. six months) after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an approved inspection within 180 calendar days (approx. six months).

Scheduling Inspections

When each phase of the work is ready, the contractor must call the City of Stuart Building Division inspection line at (772) 600-1212 to request an inspection. Inspections will be performed between 8:30 am and 4:00 pm. Inspections will be performed geographically in order to perform more inspections in a shorter period of time. There will be no fee for inspections cancelled prior to the arrival of the inspector. A \$101.87 fee will be charged to the contractor listed on the permit for each re-inspection of rejected items or for extra scheduled inspections.

Records

All information pertaining to the administration and enforcement of the codes and ordinances of the City of Stuart is kept on file in the office of City of Stuart Building Division. Plans are retained as required by the State of Florida public records law. These records are available to anyone who requests them. Plans may be viewed in the office.

Section Three

Field Procedures

Scope

This section contains descriptions of the various inspections and other duties performed by the field inspectors of the City of Stuart Building Division and other departments.

General

Building, Engineering, Public Works, Zoning and Fire inspection personnel, perform a variety of types of field inspections to check for compliance with all applicable codes and regulations. These include pre-permit inspections, existing building inspections, new building inspections, sign inspections, special inspections such as for building sprinkler systems or fire alarm systems tests, re-inspection of violations found on previous inspections, and stop work orders.

Pre-Permit Inspections

Inspections to check for compliance with regulations may be performed prior to the issuance of permits. Occasionally we will visit a job site with the owner or developer on a preliminary basis to advise on any issues of regulations that are of concern. This can help to alleviate permitting problems and get a project headed in the right direction. This is especially helpful when a new business is planning on moving into an existing building.

Inspections

109.3(FBC) - Required inspections.

The building official upon notification from the permit holder or his or her agent shall make the following inspections, and shall either release that portion of the construction or shall notify the permit holder or his or her agent of any violations which must be corrected in order to comply with all applicable codes and regulations. The building official shall determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection.

Building

1. Foundation inspection. To be made after trenches are excavated and forms erected and shall at a minimum include the following building components:

- Stem-wall
- Monolithic slab-on-grade
- Piling/pile caps
- Footers/grade beams

2. Framing inspection. To be made after the roof, all framing, fireblocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete and shall at a minimum include the following building components:

- Window/door framing
- Vertical cells/columns
- Lintel/tie beams
- Framing/trusses/bracing/connectors
- Draft stopping/fire blocking
- Curtain wall framing
- Energy insulation
- Accessibility.

3. Sheathing inspection. To be made either as part of a dry-in inspection or done separately at the request of the contractor after all roof and wall sheathing and fasteners are complete and shall at a minimum include the following building components:

- Roof sheathing
- Wall sheathing
- Sheathing fasteners
- Roof/wall dry-in.

4. Roofing inspection. Shall at a minimum include the following building components?

- Dry-in
- Insulation
- Roof coverings
- Flashing

5. Final inspection. To be made after the building is completed and ready for occupancy.

6. Swimming pool inspection. First inspection to be made after excavation and installation of reinforcing steel, bonding and main drain and prior to placing of concrete. Final inspection to be made when the swimming pool is complete and all required enclosure requirements are in place. In order to pass final inspection and receive a certificate of completion, a residential swimming pool must meet the requirements relating to pool safety features as described in Section 424.2.17.

7. Demolition inspections. First inspection to be made after all utility connections have been disconnected and secured in such manner that no unsafe or unsanitary conditions shall exist during or after demolition operations. Final inspection to be made after all demolition work is completed.

8. Manufactured building inspections. The building department shall inspect construction of foundations; connecting buildings to foundations; installation of parts identified on plans as site installed items, joining the modules, including utility crossovers; utility connections from the building to utility lines on site; and any other work done on site which requires compliance with the Florida Building Code. Additional inspections may be required for public educational facilities (see Section 423.27.20).

Electrical

1. Underground inspection. To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.

2. Rough-in inspection. To be made after the roof, framing, fireblocking and bracing is in place and prior to the installation of wall or ceiling membranes.

3. Final inspection. To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.

Plumbing

1. Underground inspection. To be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.

2. Rough-in inspection. To be made after the roof, framing, fireblocking and bracing is in place and all soil, waste and vent piping is complete, and prior to this installation of wall or ceiling membranes.

3. Final inspection. To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

Note: See Section P312 of the Florida Plumbing Code, for required tests.

Mechanical

1. Underground inspection. To be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.

2. Rough-in inspection. To be made after the roof, framing, fire blocking and bracing are in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.

3. Final inspection. To be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

Gas

1. Rough piping inspection. To be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.

2. Final piping inspection. To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.

3. Final inspection. To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to ensure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

Re-inspections

When an inspector rejects an item on an inspection, it must be corrected and then scheduled for re-inspection before proceeding with the rest of the work unless the rejected item can be inspected at the time of the next regular inspection. If the work to be inspected is not accessible due to locked gates, locked doors or other reasons and no one is on site to provide access, then the inspector will reject the inspection and post a copy of the inspection ticket on the site somewhere in plain view and a re-inspection will be required. A re-inspection fee of \$101.87 will be charged for failed inspections.

All re-inspection fees must be paid before the next inspection can be scheduled.

Violation Notice / Stop Work Orders

In the event that use, occupancy of, or work on any building, structure, electrical, gas, mechanical or plumbing system is being done contrary to the provisions of the adopted codes and ordinances or in a dangerous or unsafe manner, a violation notice / stop work order will be issued to the owner of the property, their agent or to the person doing the work notifying them that such use, occupancy or work must immediately cease. Such notice shall be in writing and shall state the conditions under which work may be resumed. Where an emergency exists, the inspector shall not be required to give a written notice prior to stopping the work.

Conclusion

It is not the intent of this manual to replace any part of the applicable codes and regulations. It is a guideline intended to help those interested to use them and to help with the administration of them. In the case of any conflicting information between this document and the officially adopted codes and ordinances, the provisions of the codes and ordinances shall be followed.

Permits issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the codes or ordinances, nor shall issuance of the permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of the codes or ordinances of the City of Stuart or any applicable provisions of State or Federal laws.

Please feel free to call any of the offices involved if you have questions regarding procedures, ordinances, codes, or other related subjects.

Section Four

City of Stuart Important Phone Numbers

Building Department (plans, energy calculations, construction lien law, general permitting)	(772) 288-5326
Inspection Request Line (to request inspections only)	(772) 600-1212
Public Works/Storm Water Department (drainage, ROW permits, driveways, elevations)	(772) 600-1264
Zoning (setbacks, aesthetic requirements, landscaping)	(772) 288-5326
Development Services Department (land development, zoning questions, plats, general property questions)	(772) 288-5326
Fire Marshal	(772) 288-5360
Code Enforcement (enforces ordinances and covenants and restrictions, NOT building codes)	(772) 288-5354
Martin County Health Department	(772) 221-4000
Department of Environmental Protection	(772) 398-2806
Army Corps of Engineers	(202) 761-5903

In addition to the requirements of a permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, (including covenants and restrictions; there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.

Section Five

Permit Application Procedures & Submittal Requirements for Commercial (New Commercial Buildings, Multi Family, Parks, Parking Garage, Above and Underground Tanks)

All documents submitted **MUST** be original – no photo / fax copies will be accepted

- Completed Permit application and all verification forms
- One (1) set of signed and sealed construction documents. (by licensed Florida Architect or Engineer) Maximum size of plans to be 24” x 36”
- One (1) sets of energy calculations.
- One (1) survey indicating the setback dimensions from all structures to the property lines. Include patios, driveways, walkways, (materials and surface treatments to be used); landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- One (1) copy of a sealed survey indicating flood zone by a licensed surveyor.
- One (1) driveway detail plans.
- One (1) topographic surveys/lot grading plan. Maximum size of plans to be 24” x 36”.
- One (1) Set of Miami Dade or Department of Community Affairs product approvals.
- Proof of payment for water and sewer connections, if applicable.
- Approval from the Martin County Health Department.
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- One (1) copy of an approved Site Plan.
- Resolution or Ordinance as approved by the City of Stuart Commission, if applicable. ***If the Resolution or Ordinance was approved with conditions, those conditions must be met and a clearance letter must be obtained from that department prior to applying for a building permit.***

- Formboard Survey
- One (1) Copy of all documents on a PDF formatted disc electronically signed and sealed.

All plans will be reviewed for Code Compliance.

Reviewed plans are sent to Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Engineering, Building Code Department, Fire Prevention Bureau and Permit clerk must review plans. This may take up to 10 days. Additional time may be required if all information is not submitted.

2. After all required departments have reviewed and approved the plans the permit may be issued.

3. Permits not picked up within 180 calendar days (approx. 6 months) will be voided.

4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Certificates of Occupancy shall not be issued until the required departments have given their approval and all fees have been paid.

3. Building Division, Fire Prevention, Public Works, Planning, and Zoning must approve a final inspection before a Certificate of Occupancy will be issued. ***No building or structure shall be used or occupied until the building official has issued a certificate.***

Additions / Renovations (including Commercial and Residential HVAC, Electric, Plumbing, Fascia, Soffit, Windows, Doors, Siding, Façade, Exhaust Hood)

All documents submitted MUST be original – no photo / fax copies will be accepted

- Completed Permit application and all verification forms
- One (1) set of signed and sealed construction documents. Drawings must include the elevation drawings of any/all sides being aesthetically changed by the addition, an existing floor plan and the proposed floor plan labeling all rooms including the intended “use” of the proposed area, (plans MUST display means of egress) wall sections, bearing walls and shear walls, footings and re-enforcement, roof slope, overhang and method of ventilations mechanical diagram, (if no AC is to be provided, indicate method of heating) electrical diagram (including interconnected smoke detectors), door and window load calculations

from the manufacturer (wall sections, bearing walls and shear walls, footings and reinforcement, roof slope, overhang and method of ventilation, mechanical diagram, electrical diagram (including interconnected smoke detectors), door and window load calculations from manufacturer). Maximum size of drawings to be 24" x 36"

- One (1) copies of energy calculations (only required if adding A/C)
- One (1) set of Miami Dade or Department of Community Affairs product approvals.
- One (1) site plan reflecting components only relevant to request indicating the setback dimensions from all structures to the property lines. Include patios, driveways, walkways, (materials and surface treatments to be used); landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- One (1) copy of a boundary survey indicating flood zone determination by a licensed surveyor (not for interior renovations unless altering a garage to living)
- Owner/Builder Disclosure – this is required when an owner is obtaining a permit.
- Notice of Commencement – a **certified** copy of the notice of commencement is required prior to construction. (Only required if project is valued over \$2500.00)
- Formboard Survey
- One (1) copy of all documents on a PDF formatted disc electronically signed and sealed.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Engineering, Building Code Department, Fire Prevention Bureau and Permit clerk must review plans. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Certificates of Occupancy shall not be issued until the required departments have given their approval and all fees have been paid.

Building Division, Fire Prevention, Public Works, Planning and Zoning must approve a final inspection before a Certificate of Occupancy will be issued. ***No building or structure shall be used or occupied until the building official has issued a certificate.***

Single Family/Duplex

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit application and all verification forms
- One (1) set of signed and sealed construction documents (by licensed Florida Architect or Engineer) Maximum size of plans to be 24” x 36”
- One (1) set of energy calculations.
- One (1) survey indicating the setback dimensions from all structures to the property lines. Include patios, driveways, walkways, (materials and surface treatments to be used); landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- One (1) driveway detail plans.
- One (1) topographic surveys/lot grading plan (include plant types, sizes, quantities, and locations, sodded, mulched, and undisturbed areas).
- One set Miami Dade or Department of Community Affairs product approvals.
- One (1) copy of a sealed survey indicating flood zone by a licensed surveyor.
- Proof of payment for water and sewer connection if applicable.
- Approval from Martin County Health Department if on septic system.
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.
- Notice of Commencement – a ***certified copy*** of the notice of commencement is required prior to construction (only required if project is valued over \$2500.00)
- One (1) Copy of all documents on a PDF formatted disc electronically signed and sealed.
- Formboard Survey

All plans will be reviewed for Code Compliance.

Reviewed plans are sent to Permit Technician and all appropriate paperwork is assembled with the permit.

Permit will be issued after all applicable fees are paid.

Certificates of Occupancy shall not be issued until the required departments have given their approval and all fees have been paid. ***No building or structure shall be used or occupied until the building official has issued a certificate.***

Screen Enclosure

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit Application and all verification forms if needed
- One (1) set of signed and sealed construction documents. All drawings must include the house/addition elevation drawings of any/all sides being aesthetically changed by the addition. Maximum size of plans to be 24” x 36”.
- One (1) site plan reflecting components only relevant to request indicating the setback dimensions from all structures to the property lines. Include patios, driveways, walkways, (materials and surface treatments to be used); landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- Formboard Survey
- Notice of Commencement – a ***certified copy*** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00).
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division and the Permit technician must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have approved the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.

4. When picking up permit you will pay all fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Certificates of Occupancy shall not be issued until the required departments have given their approval and all fees have been paid.

Building Division, Planning and Zoning must approve a final inspection before a Certificate of Occupancy will be issued. ***No building or structure shall be used or occupied until the building official has issued a certificate.***

Pools

All documents submitted MUST be original – no photo/fax copies will be accepted

All pools must meet the state barrier requirements with a screen enclosure or a 4' fence.

- Completed Permit application.
- One (1) set of signed and sealed construction documents. Maximum size of plans to be 24” x 36”
- One (1) set of screen enclosure plan if the pool is to be enclosed.
- One (1) survey indicating the setback dimensions from pool deck/enclosure to the property lines. Drawings must include landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- Notice of Commencement – a ***certified copy*** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

- Formboard Survey

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1 Zoning Department, Building Division and the Permit technician must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.

2. After all required departments have reviewed the plans the permit may be issued.

3. Permits not picked up within 180 days will be voided.

4. When picking up permit you will pay all fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

5. Building Division, Planning and Zoning must approve a final inspection.

Fence/Wall

All documents submitted MUST be original – no photo / fax copies will be accepted

- Completed Permit Application
- One (1) survey which indicate the property lines, all existing structures, and proposed fence/wall locations with the setback measurements to the property line. Site plan reflecting components only relevant to request must include landscaping (when required) and indicate any trees that are to be removed.
- Walls will require One (1) set of signed and sealed construction documents. Maximum size of plans to be 24" x 36"
- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

The finished side of all types of fences must face outward (towards street or neighbors). Saltwater Canal Lots – step down fences or chain link fences will be considered for approval. If the fence is to be located along the waterway property line, only chain link style will be permitted, it must be located a minimum of 5" to 8" inside the property line, with a gate, and a landscaping plan which aesthetically enhances and screens the fence.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, Public Works and the Permit technician must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.
5. Building Division, Planning and Zoning must approve a final inspection.

Docks and Boathouses/Boat Lifts

All documents submitted MUST be original – no photo / fax copies will be accepted

- Permit Application
- Department of Environmental Protection Approval letter.
- Material Sheet
- One (1) set of signed and sealed construction documents (if lift station for boat, a copy of the electrical drawing and power source is required. Drawings must be cleaned and concise, drafted to scale, showing all types of materials, sizes, dimensions and locations. Include any other details necessary to convey design/construction intent. Maximum size of plans to be 24" x 36"
- One (1) set of the site plan reflecting components only relevant to request which must include a drafted to scale professional drawing to show the lot, property lines, proposed structure location and width of the canal. All dimensions must be included on the site. Maximum size of plans to be 24" x 36"
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- One (1) Copy of Plans, application and construction documents on a PDF formatted disc electronically signed and sealed.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, Fire Prevention Bureau and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Certificates of Occupancy shall not be issued until the required departments have given their approval and all fees have been paid.

Building Division, Fire Prevention, Planning and Zoning must approve a final inspection.

Seawall

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit Application
- One (1) set of the site plan reflecting components only relevant to request which must indicate a drafted to scale professional drawing to show the lot, property lines, proposed bulkhead/riprap location and width of canal. All dimensions must be included on this site plan.
- One (1) set of signed and sealed construction documents to include detailed construction of the proposed bulkhead or coquina riprap.
- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit
- One (1) Copy of Plans, application, and construction documents on a PDF formatted disc electronically signed and sealed.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division, Planning and Zoning must approve a final inspection.

Deck (Wooden with no roof)

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit Application
- One (1) set of signed and sealed construction documents. Maximum size of plans to be 24" x 36".
- One (1) site plan reflecting components only relevant to request which indicate the property lines, all existing structures and proposed structures location with the setback dimensions to the property lines. Maximum size of plans to be 24" x 36"
- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.

2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division, Planning and Zoning must approve a final inspection.

Slab (Patio, Driveway, Brick Pavers, Foundation)

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit application.
- One (1) set of signed and sealed construction documents. Maximum size of plans to be 24” x 36”.
- One (1) site plan reflecting components only relevant to request which indicate the property lines, all existing structures and proposed structures location with the setback dimensions to the property lines. Maximum size of plans to be 24” x 36”.
- If patio/slab is to be structural, one (1) set of engineering drawings must be submitted. (structural slab permits will only be issued to **state** licensed contractors OR property owner).
- Right of Way Access application (*IF DRIVEWAY IS TO BE LOCATED WITHIN RIGHT OF WAY*) accompanied by four (4) 8 ½ x 11 site plans that depict the driveway width at the property line and the edge of the road, and the drainage flow plan (water flow is not permitted to be directed onto an adjoining building lot) AND four (4) driveway detail plans.
- Two (2) surveys which indicate the property lines, all existing structures and proposed driveway location with the setback dimensions to the property lines. ***The water meter pit location must be indicated, pouring a driveway over a water meter pit is prohibited.***
- Two (2) sets of driveway detail plans. Maximum size of plans to be 24” x 36”.
- Formboard Survey
- Notice of Commencement – a ***certified copy*** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00).

- Owner/Builder disclosure – this is required when an owner is obtaining a permit.
- One (1) Copy of Plans, application and construction documents on a PDF formatted disc electronically signed and sealed.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, Public Works, and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division, Public Works, Planning and Zoning must approve a final inspection.

Accessory Structures (Awning, Sheds, Canopy, Pavilions, Gazebos, Carports, Antennas, Flagpoles, Detached Garage, Dumpster enclosure)

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit Application and all verification forms
- One (1) site plan indicating components only relevant to request. The site plan must indicate property dimensions, all existing structures, and the proposed structure. The site plan MUST include ALL setbacks. Maximum size of plans to be 24” x 36”
- One (1) copies of the manufactures drawings for the shed assembly, OR two copies of signed and sealed drawings for an accessory structure (detached garage, gazebo, etc.) Plans must include height. Plans must include diagram for anchoring system (must meet 140 mph wind load requirements). Maximum size of plans to be 24” x 36”

- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.
- Formboard Survey
- One (1) Copy of all documents on a PDF formatted disc electronically signed and sealed.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division and Zoning must approve a final inspection.

Signs

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit application
- One (1) set of signed and sealed construction documents - must include electrical drawing if sign to be lighted. Walls signs must include elevation of the building indicating proposed sign. Maximum size of plans to be 24" x 36"

- One (1) site plan indicating components only relevant to request which indicate the property lines, all existing structures and proposed location of monument sign with the setback dimensions to the property lines. Maximum size of plans to be 24” x 36”
- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)

COLORED RENDITIONS MUST BE SUBMITTED FOR ALL SIGNS.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division, Planning and Zoning must approve a final inspection.

Roofing

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit Application
- One (1) set Miami Dade or Department of Community Affairs product approvals.
- **Tile Roofs** must submit copy of plans with a letter from an engineer OR the plans indicating the trusses can support the weight of the tile.
- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction (only required if project is valued over \$2500.00).

- Owner/Builder disclosure – this is required when an owner is obtaining a permit.
- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Building Division and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division must approve a final inspection.

Hurricane Shutters

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit Application
- One (1) set Miami Dade or Department of Community Affairs product approvals.
- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction (only required if project is valued over \$2500.00).
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Building Division and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.

2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division must approve a final inspection.

Generator

All documents submitted MUST be original – no photo/fax copies will be accepted

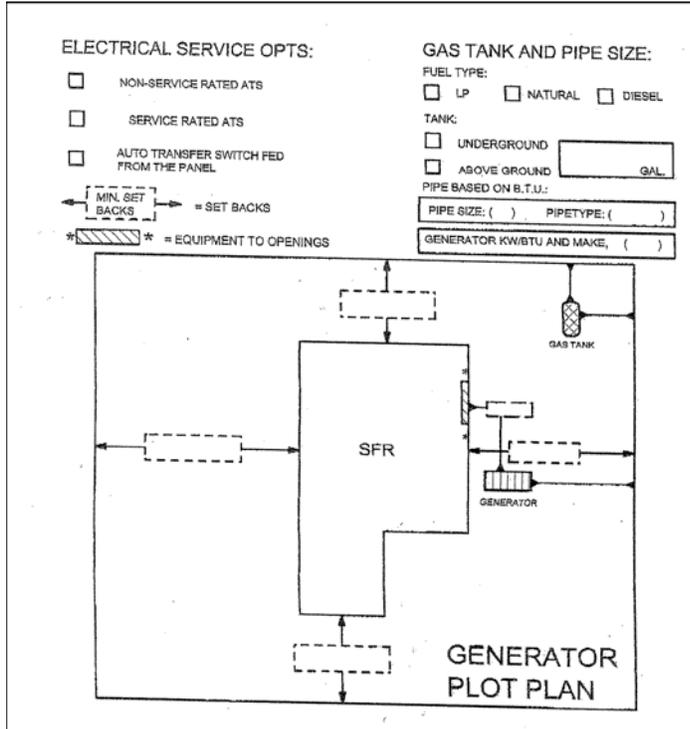
If the gas company obtains the permit, they must list the electrical contractor as a sub. If the electrical company obtains the permit, they must list the gas contractor as a sub – NO EXCEPTIONS

- Completed Permit application
- Notice of Commencement – a ***certified copy*** of the notice of commencement is required prior to construction (only required if project is valued over \$2500.00).
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.
- One (1) set of plans to include: manufactures specifications including the generator transfer switch, the BTU rating of each appliance served, the type of pipe to be used, the size of pipe to each appliance and the length of the pipe run to each appliance. Maximum size of plans to be 24” x 36”
- One (1) survey depicting flood zone and all information as depicted in the following sample site plan.

PERMIT ISSUANCE

1. Zoning Department, Building Division, Fire Department, and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division, Public Works, Planning and Zoning must approve a final inspection.



Gas/Propane

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit Application
- One (1) set of plans that include: BTU rating of each appliance served, the type of pipe to be used, the size of pipe to each appliance and the length of the pipe run to each appliance. Maximum size of plans to be 24" x 36"
- One (1) Surveys depicting flood zone and location of proposed tank
- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division must approve a final inspection.

Fire Permits (alarm, suppression system & sprinkler etc.)

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit application
- One (1) set of signed and sealed construction documents. Maximum size of plans to be 24" x 36"
- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, Public Works, Fire Department and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.

4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division, Public Works and the Fire Department must approve a final inspection.

Utility (Backflow Prevention Devices, Lift Station, Sewer Taps, Underground Utilities)

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed Permit application
- One (1) set of signed and sealed construction documents. Maximum size of plans to be 24” x 36”
- One (1) survey which indicate the property lines, all existing structures and proposed structures location with the setback dimensions to the property lines. Maximum size of plans to be 24” x 36”

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, Public Works, Fire Department and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.

2. After all required departments have reviewed the plans the permit may be issued.

3. Permits not picked up within 180 days will be voided.

4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division, Zoning Department, Public Works and the Fire Department must approve a final inspection.

Temporary Construction Trailer

All documents submitted MUST be original – no photo/fax copies will be accepted

- Completed application (this must include the proper parcel ID number)
- Site plan to include:

- Location of trailer
- Location of electric meter

- Performance Bond

- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (Only required if project is valued over \$2500.00)

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, Public Works, Fire Department and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.

2. After all required departments have reviewed the plans the permit may be issued.

3. Permits not picked up within 180 days will be voided.

4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division, Zoning Department, Public Works and the Fire Department must approve a final inspection.

Excavation (work in City of Stuart right-of-way)

- Completed Construction Permit application

- Right of Way Excavation Permit application (*IF DRIVEWAY IS TO BE LOCATED WITHIN RIGHT OF WAY*) accompanied by four (4) 8 ½ x 11 site plans that depict the driveway width at the property line and the edge of the road, and the drainage flow plan (water flow is not permitted to be directed onto an adjoining building lot) AND four (4) driveway detail plans

- Two surveys which indicate the property lines, all existing structures and proposed driveway location with the setback dimensions to the property lines. *The water meter pit location must be indicated, pouring a driveway over a water meter pit is prohibited.*

- Two sets of driveway detail plans. Maximum size of plans to be 24” x 36”

- Notice of Commencement – a *certified copy* of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)

All plans will be reviewed for Code Compliance.

Approvals are sent to a Permit Technician and all appropriate paperwork is assembled with the permit.

PERMIT ISSUANCE

1. Zoning Department, Building Division, Public Works and the Permit clerk must review submitted documents. This may take up to 10 days. Additional time may be required if all information is not submitted.
2. After all required departments have reviewed the plans the permit may be issued.
3. Permits not picked up within 180 days will be voided.
4. When picking up permit you will pay all remaining fees. You will be given a stamped set of reviewed plans that must be on site for all inspections, a copy of the permit, and a list of required inspections.

Building Division, Zoning Department, Public Works, and the Fire Department must approve a final inspection.