



City of Stuart

CITY DEVELOPMENT DEPARTMENT
121 S.W. FLAGLER AVENUE, STUART, FLORIDA 34994
OFFICE: 772/288-5326, FAX: 772/288-5388

7/12/2018

Permit Submittal Requirements

1. One set of plans in PDF format electronically signed and sealed. Unused details on plans to be crossed out.
2. One set of paper plans signed and sealed. To be returned for job site use at inspections.
3. NOA's with installation instructions. Highlight method or material being used if multiple options.
4. Survey of lot with work to be done.
5. Construction application **completely filled out**.
6. Sub-contractor verification forms.
7. Contractors must be registered with state license, insurance and workman's comp up to date.

Revisions

8. Must have a cover letter from architect describing changes.
9. Changes must be cloud on plans.

Inspections Requirements

1. Inspections scheduled before 6:00PM will be done on the following day.
2. Plan, NOA's and permit card must be on site in conspicuous location.
3. Contractor must provide a ladder for access as required. Unlock roof hatches.
4. Inspector cannot enter an occupied premise without homeowner or contractor present. Must be over 18 years old.
5. It is the contractor's responsibility to schedule required inspections in proper order.