



City of Stuart

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

8/20/2018

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. Site applications to include site lighting.
4. NOA's with installation instructions. Highlight method or material being used if multiple options.
5. Survey of lot with work to be done.
6. Construction application **completely filled out**.
7. Sub-contractor verification form.
8. Contractors must be registered with license and insurance up to date.

Revisions

1. Cover letter from architect describing changes.
2. Cloud changes on plan.

Inspections Requirements

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