

# BUILDING PERMIT INFORMATION

It is required that any owner or owner's 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 impact-resistant coverings, electrical, gas, mechanical or plumbing system, or to cause any such work to be performed, shall first submit a permit application to the building department and obtain the required Permit per Florida Building Code [A]105.1. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced.

**NO WORK SHALL COMMENCING BEFORE PERMIT ISSUANCE.** Any person who commences any work on a building, structure, electrical, gas, mechanical, or plumbing system before obtaining the Building Official's approval or the necessary permits shall be subject to a fee established by the Building Official that shall be additional to the required permit fees per Section 109.4, FBC.

Construction that was started prior to issuance of a building permit, An After-the-Fact Building Permit must be submitted. The cost will be the original Permit fee times two (2).

## **PERMIT PROCESS AND INSTRUCTIONS ON HOW TO OBTAIN A PERMIT**

**Step 1 - Verify construction type being proposed:** It is recommended to contact the Building Division at (772) 597-8281 to determine allowance and to discuss affordable standards.

**Step 2 - Complete Permit Application:** Complete the permit application in its entirety. A permit review fee must be paid at time of application submittal. Please be sure to review all application and plan requirements to adequately determine what documents are necessary at time of submittal or Reference the [Information Packet for Obtaining a Permit](#). Two (2) complete copies are required at time of submittal.

**Step 3 - Submit:** Submit the application and the associated construction documents, plans, surveys, NOA and fees by one of the following ways:

- *In Person:* Village Hall – Building Division, 15516 SW Osceola St., Suite B, Indiantown, FL. 34956 between hours of 8:00 a.m. – 4:00 p.m. Monday – Friday.
- *By Mail:* Village of Indiantown, P.O. Box 398 Indiantown, FL. 34956.
- *Village of Indiantown currently accepts the following formats of payment: Cash, Check, or Credit Card.*

**Step 4 - Staff Review:** Staff will review the proposed request for compliance with Village standards and Florida Building Codes. Staff will offer any applicable comments.

**Step 5 - Permit Issuance and Construction:** Once approved, payment received\verified, a permit will be issued and construction may start.

**Step 6 - Inspection:** Schedule applicable inspection(s) and obtain approval. Inspections can be scheduled By Phone: (772) 597-8281 or By Email: [permit.tech \[at\] indiantownfl.gov](mailto:permit.tech@indiantownfl.gov).

\*All New Construction projects must show proof of the following paid Impact fees before CO can be issued:

- **Martin County Impact Fees:** Contact Martin County Growth Management Department at (772) 288-5664 for Martin County Impact Fee information.
- **Martin County School Impact Fee:** Contact the school board of Martin County at (772) 219-1200 ext.30272 to obtain impact fee information.
- **Village of Indiantown Utility Impact Fees:** Contact Utility Department at (772) 597-2121.

### **PERMIT EXTENSION AND RENEWAL PROCESS**

To request a Permit Extension: Submit the Form Permit Renewal/Extension, prior to the expiration of your Permit. If your permit expires and becomes null and void, you have the option to do one of the following:

- Resubmit documents for a new permit which comply with all codes, amendments, ordinances and regulations in effect from the time the permit expired until a new permit was issued.
- Submit the *Permit Renewal/Extension Form* to re-instate expired Permit. The Permit Renewal Fee is 50% of original permit fee.

## **Supporting Documents**

[permit\\_extension\\_renewal\\_form\\_-\\_rev.2.2020.pdf](#) 131.96 KB