

### Code Enforcement's Mission

To improve the living and working environment of Martin County's citizens by enforcing codes enacted to promote safe and healthy conditions.

### What is Code Enforcement?

The County Program responsible for enforcing Martin County's codes, rules, laws and regulations by providing fair and impartial treatment to the citizen's of

Martin County and ensuring all requirements for health, safety, housing and environmental standards are met.

### Code Enforcement Service Areas

Martin County's code enforcement jurisdiction includes all of the unincorporated areas in Martin County. This excludes the City of Stuart, the Town of Sewall's Point, the Town of Ocean Breeze and the Town of Jupiter Island.

### Code Enforcement Board

Code Enforcement cases are heard by the Code Enforcement Board (CEB).

The CEB is comprised of seven members appointed by the Board of County Commissioners (BCC). The Code of Laws and Ordinances of Martin County requires that the BCC appoint whenever possible an architect, engineer, business owner, general contractor and a realtor to the CEB. The CEB meets the second Monday of the month in the

Commission Chambers of the County Administrative Center.

### How To Report a Complaint or a Violation.

1. Complaints can either be in person, called in, faxed, e-mailed or sent by mail to the Code Enforcement Office. Individuals reporting concerns can remain anonymous.
2. The individual reporting a complaint should provide as much information as possible such as:
  - a. Location: Example: Stuart, Hobe Sound, Jensen Beach, Indiantown and Pt. Salerno.
  - b. Subdivision: Example: Salerno Shores, Golden Gate and Tropical Farms.
  - c. Street address (street name and house number.)
  - d. Directions to location of complaint.
  - e. Nature of concerns.
  - f. If there are any dogs or fences present on the property.
  - g. Property ownership (out state address, telephones,

etc.), if known.

h. Property line markers, if known.

i. Unusual activities.

j. Advertisement, photos, maps, etc.

k. Advise officers of dangerous chemicals or old wells or septic tanks on property to be inspected.

3. Once a complaint is received, the complaint is entered into the County's computer system, where it is given a case number and date of complaint.

### Anatomy of a Complaint

1. Complaint received, inspection conducted and violation determined (1-5 days).
2. Notice of Violation issued, follow up inspection and violation compliance (7-30 days).
3. Notice to Appear for Code Enforcement Board (CEB), ten day service required. Re-inspection to determine compliance prior to CEB

meeting.

4. CEB hearing, 2nd Monday of every month. Case presented with photos and witnesses.

5. CEB issues Order of Finding of Fact, Conclusion of Law..

6. Notice to Appear for CEB fine hearing, if not in compliance.

7. CEB fine hearing, if necessary.

8. Fine recorded in official records, lien/fine, CEB order, affidavit of noncompliance.

9. After ninety days, legal action starts.

### The Top 10 Most Common Types of Violations.

1. inoperable or junk vehicles.
2. Trash and debris.
3. Illegal dumping.
4. Weeds or grass exceeding eighteen inches in height.
5. Unpermitted construction (fences, additions, driveways, re-roofing, renovations, etc.).
6. Address not posted or visible from the street.

7. Illegal signs, banners, flags, pennants, etc.

8. Land clearing without a permit.

9. Storing, Parking or Keeping commercial vehicle in a residential area.

10. Inoperable Vehicles County Right-of-Way.

County Sheriff's Department at (772) 220-7000.

6. Mangrove Trimming: call Department of Environmental Protection at (772) 398-2806

7. Unsafe Buildings: call Building Department at (772) 288-5916.

8. Selling food: call Dept. of Agriculture (800) 435-7352.

9. Operating Business without a license: call (772) 288-5604.

10. Overgrown drainage ditches (State Roads) Department of Transportation (800) 300-8236.

What Code Enforcement Does Not Handle.

1. Stray animals, barking dogs, etc. call: Animal Control (772) 287-1656.

2. Burn permits: call Martin County Fire Prevention Office at (772) 288-5633.

3. Drainage and/or flooding: call Martin County Public Services Department at (772) 288-5927.

4. Illegal Dumping: call Detective Joe Passanesi, Martin County Sheriff's Department at (772) 220-7000.

5. Noise Complaints: call Martin

GROWTH MANAGEMENT  
CODE ENFORCEMENT  
**Martin County**  
Administrative Center  
2401 SE Monterey Road  
Stuart, FL 34996  
Email: [psutton@martin.fl.us](mailto:psutton@martin.fl.us)  
[www.martin.fl.us](http://www.martin.fl.us)  
Tel. (772) 288-5505  
Fax (772) 288-5960  
Ref: gmc00s.002  
Col. 61, Rev. 8/26/03

# CODE ENFORCEMENT COMPLAINT FORM

To report a code violation within the unincorporated areas of Martin County please complete this form.

This form will be forwarded to the Code Enforcement Officer assigned to that area and responded to in the order that it was received. If additional information is needed, you will be contacted by telephone or e-mail.

The complaint will be investigated within five (5) business days. For more information, or to speak to an officer, contact Code Enforcement at (772) 288-5505, Fax (772) 288-5960. 8:00 AM to 5:00 PM, Monday through Friday.

## Complaint Information

### OPTIONAL INFORMATION (You may remain anonymous):

Requestor's Name: \_\_\_\_\_, \_\_\_\_\_,  
(First) (Last)

Telephone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cellular (\_\_\_\_) \_\_\_\_-\_\_\_\_, Beeper \_\_\_\_-\_\_\_\_, E-Mail.

Note: Please be advised that this information will be public records.

### REQUIRED INFORMATION (PROVIDE AS MUCH INFORMATION AS YOU CAN):

Alleged Violator's Name Or Business \_\_\_\_\_

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

### AT LEAST ONE OF THE FOLLOWING MUST BE PROVIDED):

Event Address: \_\_\_\_\_

Subdivision/Other Location: \_\_\_\_\_

### OR GENERAL LOCATION (CLOSEST INTERSECTION):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROBLEM/VIOLATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_