



# city of PALM COAST

Community Development Department  
Building Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3780

## TOWNHOUSE Instructions for Master Building Permit Application (Florida Statute 553.794)

Master filing is offered to a structure that is identical without ANY changes to the structure or square footage. A change in square footage requires a separate master file permit.

### Part I – Apply for Master Building Permit for Townhouses

To obtain a master building permit, a builder must submit the following information:

- **Master Building Permit Application** (enter model name in job description i.e. – “Townhouse 4 unit model”)
- **General Construction Plans** – signed and sealed by the design professional of record. All structural design shall be signed and sealed by a Florida licensed professional engineer and all architectural design shall be signed and sealed by a Florida licensed architect. Include all applicable design codes. Requested deferred submittals shall be listed in writing on plans.
  - Model design
    - Complete structural plans to include foundation plan, structural framing, lintel / beam / header schedules, CMU re-enforcing details, roof framing / truss layout plan for each elevation and garage option, complete connector, fastening and hold-down schedules and all design loads including opening design pressures and coefficients
    - Complete full wall sections for each wall type from foundation through to roof; full wall section means from face of interior finish to exterior face of exterior cladding; include items such as interior finish, cavity insulation vapor barriers, furring, weather-resistive barriers, wall sheathing, flashings and exterior cladding; also include roof sheathing type, fastening schedules, attic insulation, roof underlayment and roof covering for each roof covering options (e.g. asphalt shingles, concrete tile, slate, etc.)
    - Complete stair sections



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- Complete fire-resistance rated exterior and / or common wall assemblies from foundation through roof for each assembly type. Include references to the applicable ASTM or UL File numbers or other approved fire-resistance design sources. Provide complete assembly construction and inspection details on plan sheets (not just file references). Also include through and membrane penetration fire-stop systems details. Include references to the ASTM or UL file numbers. Provide complete product specific installation documentation on plan sheets (not just references to manufacturer's). Engineer of record is responsible to ensure townhouses are structurally independent and shall sign and seal all structural details related to structural independence
  - Truss specifications, signed and sealed by the truss design engineer. The design professional of record must stamp and sign the truss layout sheets as reviewed and approved for each model design.
  - Complete door and window schedules
  - Complete set of electrical, plumbing, and fuel gas plans including voltage load calculations by electrical contractor and plumbing riser diagram by plumbing contractor.
  - Window, door and glazed opening impact protection device schedules if applicable
- **Written acknowledgement** signed and sealed by the design professional of records that any plan pages, documents and drawings, signed and sealed by the design professional of records contained within the master building permit application will be used for future site-specific building permit applications. The design professional of record must be a Florida licensed engineer or architect.
  - **Energy performance calculations for** all building orientations. The calculations must consider the *worst-case scenarios* for the climate zone. Do not include mechanical plans, duct lay-out plans, HVAC heating and cooling load calculations or equipment specifications. (*ONE set of calculations to be submitted with worst case scenario – site specific will include the heatload that is directional based on the orientation of the home*)
  - **Component and cladding product approval worksheet** for all windows, pedestrian doors, garage doors, glazed opening impact protection devices, truss anchors, connectors and hold downs, trusses, siding, soffits, roof underlayment and roof coverings. The design professional of record must sign and seal all product approvals as reviewed and approved for use with each model design.

- **Design professional acknowledgement** signed and sealed by the design professional of records that any plan pages, documents and drawings, signed and sealed by the design professional of records contained within the master building permit application will be used for future site-specific building permit applications. The design professional of record must be a Florida licensed engineer or architect

**Naming Convention & Submittal Requirements** – file names should be according to the document submittal requirements documents. Pages should be named according to their page name and a brief description is recommended for a more efficient plan review. Examples: A.1 wall sections M.1 mechanical details S.1 foundation etc. Energy calculations should be named 'energy calculations'. Product approval should be named 'product approval'. (Do *not* include any words/names as a pre-fix to the description, example 100 main street S.1 foundation)

## **Part II – Site Specific Permit Submittal**

Once a master building permit is approved, the builder is only required to submit the following information for each site-specific building permit application:

- **Permit Application** (site specific)
- **Master File site specific information sheet**
  - Address
  - master model name
- **Product Approval Sheet** for all windows and other glazed openings, skylights, pedestrian doors, garage doors, impact protection devices, truss anchors and truss plates, connectors and hold downs, siding, soffits, roof underlayment, roof coverings and all other exterior components.
- **Affidavit by the licensed engineer** of record affirming the master building permit is a true and correct copy of the master building permit on file with the building department. The affidavit must reference the master building permit #. The licensed engineer of record must affirm that the master building permit will conform to the soil conditions on the specific site. (if submitting online, the seal must be digitally signed and sealed)
- **Mechanical drawings** of the model design, including duct design / layout plan, HVAC heating and cooling load calculations and equipment specifications and any specific information that was not included in the master building permit.