



city of PALM COAST

Community Development Department
Building Services Division

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

Townhouse Master File and Model Home permitting Online Submittal Instructions

Part I Master File Submittal

When selecting the packet detail information, choose 'Master Townhouse'

- Enter the packet name - Model Name as shown in example below
- NEXT

Home **Packet Detail** i

New Packet

Packet Type
BUILDING PERMIT

Packet Sub-Type
MASTER TOWNHOUSE

Packet Name
The Oaks - 4 Unit

Contractor
BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345

BACK Save Next > 2.0.0.138R

- Enter the project detail description

Home **Data Items** i

THE OAKS - 4 UNIT

Location Addr **Description** Owner Info Applicant Info Entities **Dimensions / Values**

Project Detail Description *

BACK Save Next > Denotes a required field
Red tabs have incomplete data 2.0.0.13BR

- Enter the estimated value
- Enter required square footages (for total building)
- Click finish

Home **Data Items** i

THE OAKS - 4 UNIT

Location Addr Description Owner Info Applicant Info Entities **Dimensions / Values**

Job Value *

Enter Required SqFt Values

BACK Save Finish Denotes a required field
Red tabs have incomplete data 2.0.0.13BR

- You will now upload your documents/attachments

Refresh **Home** 0

User Test Test - Contractor

Packet List	Permit List	Scheduled Inspections				
Packet	Name	Status	Description	Subs	Expires / Info	
59572	RRTY	PENDING	BUILDING INTERIOR/EXTERIOR	0	02/13/2022	
60307	SFSFSDF	PENDING	BOATHOUSE CONTRACTOR	0	03/02/2022	
60346	SMITH	PENDING	BOATHOUSE CONTRACTOR	0	03/03/2022	
59489	SSSS	PENDING	RIGHT OF WAY	0	02/12/2022	
60732	THE OAKS - 4 UNIT	PENDING	MASTER TOWNHOUSE	0	03/10/2022	
60730	TOWNHOUSE TESTING	PENDING	MASTER TOWNHOUSE	0	03/10/2022	
59571	XXXX	PENDING	BUILDING INTERIOR/EXTERIOR	0	02/13/2022	
59474	XXXXX	PENDING	CODE ASSESSMENT	0	02/11/2022	

	Attachments	Data	CheckList
Completed	0	6	0
Required	6	6	0
Percent	0	100	0

[View Options...](#)

New Edit Delete Attachments 0/6 Data CheckList Review... Subcontractors Rejection Comments Permit

2.0.0.138R

- Upload your files to the appropriate description category. Please be sure your file names are according to the required naming convention prior to upload.

Home **Attachments** Info [List Attachments](#)

THE OAKS - 4 UNIT

Highlighted Items Indicate Attachments have Mark-Ups.

* Description	Status	File Name	Version
<input checked="" type="checkbox"/> DOOR AND WINDOW SCHEDULES	PENDING	door and window schedule.pdf	1
<input checked="" type="checkbox"/> ENERGY CALCS - WORST CASE	PENDING	energy Calcs.pdf	1
<input checked="" type="checkbox"/> PLANS	PENDING	structural A.pdf	1
<input checked="" type="checkbox"/> PLANS	PENDING	structural B.pdf	1
<input checked="" type="checkbox"/> PLANS	PENDING	structural C.pdf	1
<input checked="" type="checkbox"/> STAIR SECTION	PENDING	stair section.pdf	1
<input checked="" type="checkbox"/> STRUCTURAL PLANS	PENDING	Structural D.pdf	1
<input type="checkbox"/> SUPPORTING DOCUMENT	OPTIONAL		
<input checked="" type="checkbox"/> TRUSS PLAN ROOF FRAMING	PENDING	Truss A.pdf	1
<input checked="" type="checkbox"/> WALL SECTIONS	PENDING	wall section.pdf	1

← BACK Upload... Download Delete Finished

2.0.0.138R

- After you have completed the uploads – FINISHED
- On the home page, you will see the red SUBMIT button appear, if it does not appear, you are missing required attachments.

Refresh
Home

User Test Test - Contractor

Packet List	Permit List	Scheduled Inspections				
Packet	Name	Status	Description	Subs	Expires / Info	
59572	RRTY	PENDING	BUILDING INTERIOR/EXTERIOR	0	02/13/2022	
60307	SFSFSDF	PENDING	BOATHOUSE CONTRACTOR	0	03/02/2022	
60346	SMITH	PENDING	BOATHOUSE CONTRACTOR	0	03/03/2022	
59489	SSSS	PENDING	RIGHT OF WAY	0	02/12/2022	
60732	THE OAKS - 4 UNIT	PENDING	MASTER TOWNHOUSE	0	03/10/2022	
60730	TOWNHOUSE TESTING	PENDING	MASTER TOWNHOUSE	0	03/10/2022	
59571	XXXX	PENDING	BUILDING INTERIOR/EXTERIOR	0	02/13/2022	
59474	XXXXX	PENDING	CODE ASSESSMENT	0	02/11/2022	

	Attachments	Data	CheckList
Completed	6	6	0
Required	6	6	0
Percent	100	100	0

View Options...

New Edit Delete Attachments Data CheckList
SUBMIT
Subcontractors Rejection Comments Permit

2.0.0.138R

- Click SUBMIT
- Sign the permit application

Any correspondence will be handled as a permit typically would be.

Once the master has been accepted you will be emailed a payment slip to make the payment online.

Part II Model Home Permit Submittal (from approved master file)

When the master has been approved and issued - you can then make application for permits based upon the master file for your model type.

When making application for the subsequent permits based on your master file, follow these instructions:

Packet sub-type – MODEL PERMITS

You will see a list of your approved models appear – choose your model

Home **Packet Detail** i

New Packet

Packet Type
BUILDING PERMIT

Packet Sub-Type
MODEL PERMITS

Packet Name
building 2

Contractor
BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345

Model Permits
THE OAKS - 4 UNIT TOWNHOUSE

BACK Save Next > 2.0.0.138R

As you go through the data items tabs, complete what is specific to that unit/site only.
 Address, owner info, job value etc. should be specific to the individual unit, not the entire building.

Data Items i

BUILDING 2

Location Addr | Description | Owner Info | Applicant Info | **Entities** | Dimensions / Values

Job Value *

BACK Save Denotes a required field
Red tabs have incomplete data
2.0.0.13BR

When you get to the attachments, you will need to upload documents applicable to your building project.
 Because this template is used for multiple model types, the status of optional and required are not specific to your project- if it is a necessary document for your project, you will need to include it regardless if the status says optional/required.

Attachments i List Attachments

BUILDING 2

Highlighted Items Indicate Attachments have Mark-Ups.

* Description	Status	File Name	Version
<input checked="" type="checkbox"/> COLOR AND MATERIAL INFORMATION	PENDING	Color and material sheet.pdf	1
<input type="checkbox"/> CONSTRUCTION LIEN LAW AFFIDAVIT	OPTIONAL		
<input type="checkbox"/> DUCT LAYOUT	OPTIONAL		
<input type="checkbox"/> ELEVATION CERTIFICATE	OPTIONAL		
<input checked="" type="checkbox"/> HEAT LOAD CALCULATIONS	PENDING	heat load calculations.pdf	1
<input type="checkbox"/> LANDSCAPE PLAN	OPTIONAL		
<input type="checkbox"/> LOCATE SURVEY	OPTIONAL		
<input checked="" type="checkbox"/> NOTICE OF COMMENCEMENT - CERTIFIED	PENDING	Notice of Commencement.pdf	1
<input checked="" type="checkbox"/> PRODUCT APPROVAL	PENDING	product approval sheet.pdf	1
<input type="checkbox"/> RECORDED DEED/PROOF OWNERSHIP	OPTIONAL		

BACK Upload... Download Delete Finished 2.0.0.13BR

When you have completed the requirements for submittal, a red SUBMIT button will appear. (if it does not appear, you are missing required items)

Refresh
Home

User Test Test - Contractor

Packet	Name	Status	Description	Subs	Expires / Info
60773	BUILDING 2	PENDING	MODEL PERMITS	0	04/09/2022
59572	RRTY	PENDING	BUILDING INTERIOR/EXTERIOR	0	02/13/2022
60307	SFSFSDF	PENDING	BOATHOUSE CONTRACTOR	0	03/02/2022
60346	SMITH	PENDING	BOATHOUSE CONTRACTOR	0	03/03/2022
59489	SSSS	PENDING	RIGHT OF WAY	0	02/12/2022
60730	TOWNHOUSE TESTING	PENDING	MASTER TOWNHOUSE	0	03/10/2022
59571	XXXX	PENDING	BUILDING INTERIOR/EXTERIOR	0	02/13/2022
59474	XXXXX	PENDING	CODE ASSESSMENT	0	02/11/2022

	Attachments	Data	CheckList
Completed	6	12	0
Required	6	12	0
Percent	100	100	0

[View Options...](#)

New
Edit
Delete
Attachments
Data
CheckList
SUBMIT
Subcontractors
Rejection Comments
Permit

2.0.0.138R

A permit application will appear for the applicants (contractor) signature

Home
Signature

PERMIT APPLICATION - Document 1 of 1

Community Development Department

Office: 386-986-3780
Inspection: 386-986-4747

Permit # _____

Detailed description of proposed work: building 2 - 4 unit townhouse

Estimated Value: \$285,000.00

Florida Green Building Yes No

Property Owners Name: **THIS IS A TEST RECORD** Telephone: _____

Mailing Address: **1234 DUMMY AVENUE PALM COAST, FL 32137**

Email Address: _____ Fax number: _____

Licensed Contractor Name (must sign the application) **BARBIE BEMBRY**

Business Name **BEMBRY CONSTRUCTION**

Mailing Address: **2 COMMERCE BLV D PALM COAST, FL 32164**

License # (of name listed above) **291** Telephone **386-986-3785**

Email Address: **BBEMBRY@PALMCOASTGOV.COM** Fax Number: _____

BACK
Click here to sign
OK
Print

2.0.0.138R

