



City of PALM COAST

Community Development Department
Building Services Division

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

Residential Master Permit Instructions for Master Building Permit Application

(Florida Statute 553.794)

Part I – Apply for Master Building Permit

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. – “Single Family Residence Stingray Model”)
- **General Construction Plans** – signed and sealed by the design professional of record. Include applicable design codes (2020 Florida Building Code-Residential and 2017 National Electric Code)
 - Left and right hand building orientation including floor plans
 - Model design
 - Up to four alternate exterior elevations, each with the same living space footprint
 - Up to three alternate garage layouts, each garage layout limited to accommodating no more than three cars
 - 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.)
 - 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.



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- Complete stair sections
 - 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.

Naming Convention & Submittal Requirements

When a master permit has been approved, and a subsequent building permit for construction is applied for, it is very important that the naming convention for the original documents on the master permit have been followed:

- **General construction pages**
 - Floor Plan
 - Floor left
 - Floor right
 - Elevations (each elevation must be submitted on a separate page, you may include the matching truss layout on the same page)
 - elevation A
 - elevation B
 - elevation C
 - elevation D
 -

- Garage (each garage option must be submitted on a separate page)
 - garage A
 - garage B
 - garage C

- Foundation
 - Foundation left
 - Foundation right

- Structural
 - Structural A
 - Structural B
 - Structural C
 - Structural D

- Wall sections

- Electrical
 - Electric left
 - Electric Right

- **Truss Specifications** (each option must be submitted on a separate page, you may include the matching elevation layout on the same page)
 - truss A
 - truss B
 - truss C
 - truss D

- **Energy Performance Calculations-** *(ONE set of calculations to be submitted with worst case scenario – site specific will include the heat load that is directional based on the orientation of the home)*

- **Design professional acknowledgement**

Revisions to Master Building Permit (AFTER INITIAL APPROVAL)

- Structural revisions to the master building permit are not allowed
- Minor, non-structural revision to the master building permit provided plan revisions are submitted to and approved by the building department.
- Limited field revisions, as determined by the building department

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**
 - model name
 - master building permit #
 - floor plan (L, R)
 - elevation (A, B, C, D)
 - garage style (A, B, C)
 - electric style (L, R)
- **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.

Notes:

- Master File Fee - \$225 for each Master Building Permit submission (model)
- Master Permit Files will expire at the end of a building code cycle. (Approximately every 3 years).
- The site-specific permit approval will include a complete set of plans (to include the master approved plans) the site-specific permit number for the jobsite. You will not need to provide a copy of the original master permit files for the inspector.