



# city of PALM COAST

Community Development Department  
Building Services Division

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

## Residential Master File and Model Home permitting Online Submittal Instructions

### Part I Master File Submittal

When selecting the packet detail information, choose 'master plan submittal – residential for single family / duplex residences.

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

Home
Packet Detail

New Packet

Packet Type

Packet Sub-Type

Packet Name

Contractor

← BACK
Save
Next >

2.0.0.76R

- The description is the only information necessary in the data items. Please enter the type of master file and the model name as shown in the example below.

Home
**Data Items**

**PELICAN MODEL**

Description
Applicant Info
Dimensions / Values

Project Detail Description \*

Pelican Model

**BACK**

Save

Denotes a required field  
 Red tabs have incomplete data  
2.0.0.98R

- Click Save and hit back arrow
- In the attachments, you will see multiple choices to upload the documents as outlined in Florida Statutes with the various options permitted. It is VERY important your documents are named accurately. (See examples below)

Home
**Attachments** List Attachments

**PELICAN MODEL**  
Highlighted Items Indicate Attachments have Mark-Ups.

* Description	Status	File Name	Version
<input checked="" type="checkbox"/> FLOOR PLAN - RIGHT ORIENTATION	PENDING	Floor Plan Right.pdf	1
<input checked="" type="checkbox"/> FOUNDATION -LEFT ORIENTATION	PENDING	Floor Plan Left.pdf	1
<input type="checkbox"/> FOUNDATION- RIGHT ORIENTATION	OPTIONAL		
<input checked="" type="checkbox"/> GARAGE A	PENDING	garage A.pdf	1
<input checked="" type="checkbox"/> GARAGE B	PENDING	garage B.pdf	1
<input type="checkbox"/> GARAGE C	OPTIONAL		
<input checked="" type="checkbox"/> STAIR SECTION	PENDING	stair section.pdf	1
<input type="checkbox"/> STRUCTURAL PLANS	REQUIRED		
<input checked="" type="checkbox"/> TRUSS PLAN ROOF FRAMING A	PENDING	Truss A.pdf	1
<input checked="" type="checkbox"/> TRUSS PLAN ROOF FRAMING B	PENDING	Truss B.pdf	1

**BACK**

Upload...
Download
Delete
Finished

2.0.0.98R

- 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.

The screenshot shows a software interface with a blue header bar containing a 'Refresh' button, the word 'Home', and several utility icons. Below the header, the page title is 'User Test Test - Contractor'. There are two tabs: 'Packet List' and 'Permit List'. The 'Permit List' tab is active, showing a table with the following data:

Packet	Name	Status	Description	Subs	Expires / Info
33032	BLUE MODEL	CHECKED OUT	MASTER PLAN SUBMITTAL - RESIDENTIAL	2	08/15/2020
33037	THE PELICAN MODEL	PENDING	MASTER PLAN SUBMITTAL - RESIDENTIAL	0	08/15/2020

Below the table is a summary box with the following data:

	Attachments	Data	CheckList
Completed	12	5	0
Required	12	5	0
Percent	100	100	0

To the right of the summary box is a 'View Options...' button. At the bottom of the interface is a blue bar with several buttons: 'New...', 'Edit...', 'Delete', 'Attachments...', 'Data...', 'CheckList...', 'Submit...', 'Subcontractors...', 'Rejection Comments...', and 'Permit...'. The 'Submit...' button is highlighted with a red circle. The version number '2.0.0.76R' is visible in the bottom right corner.

- 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** 

**New Packet**


Packet Type  
BUILDING PERMIT

Packet Sub-Type  
MODEL PERMITS



Packet Name  
XXXXX

Contractor  
BEMBRY CONSTRUCTION - ACTIVE - 291 - 12345

Model Permits  
-- No Selection --  
THE BLUE MODEL  
THE SUTTON LAYNE


 **BACK** Save Next > 2.0.0.76R


When you get to the attachments, you will see the requirements are specific for the 'site specific' home you are building, the pre-approved master plans will be transferred to this permit.

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

**XXXXX**  
**Highlighted Items Indicate Attachments have Mark-Ups.**

*	Description	Status	File Name	Version
<input type="checkbox"/>	COLOR AND MATERIAL INFORMATION	REQUIRED		
<input type="checkbox"/>	CONSTRUCTION LIEN LAW AFFIDAVIT	OPTIONAL		
<input type="checkbox"/>	DUCT LAYOUT	OPTIONAL		
<input type="checkbox"/>	ELEVATION CERTIFICATE	OPTIONAL		
<input type="checkbox"/>	ENERGY CALCULATIONS	REQUIRED		
<input type="checkbox"/>	HEAT LOAD CALCULATIONS	REQUIRED		
<input type="checkbox"/>	LANDSCAPE PLAN	OPTIONAL		
<input type="checkbox"/>	LOCATE SURVEY	REQUIRED		
<input type="checkbox"/>	NOTICE OF COMMENCEMENT - CERTIFIED	OPTIONAL		
<input type="checkbox"/>	PRODUCT APPROVAL	REQUIRED		



 [Upload...](#) [Download](#) [Delete](#) [Finished](#)

2.0.0.76R