



Osceola County Building Office
1 Courthouse Square, Suite 1400
Kissimmee, FL 34741
Ph: (407) 742-0200 Fax: (407) 742-0202

COMMERCIAL MASTER FILE (CMF) INSTRUCTIONS FOR MASTER FILE APPLICATIONS

PART I - APPLYING FOR MASTER FILING

Submit the following documents:

- Master File Application
- Plan Review fee – A plan review fee is due at the time of application. Commercial Master Filing of plans will be charged a one time plan review fee of 40% of the building permit fee based on the applicant valuation or the calculated value, whichever is greater. Any subsequent permits submitted under an approved master file number will only incur a plan check review fee of \$160.00. Revisions to commercial master file plans will be charged at a rate of \$16.00 per page submitted. The initial review fee includes one set of revisions to address initial plan review comments. All subsequent revisions and all those submitted after permit issuance will be charged at the same rate.
- Three sets of signed and sealed plans for review. **Recommended size of plans is 24" x 36", maximum size is 30" x 42". As an option PDF files on CD format with electronic signature are accepted.**
- Three sets of energy compliance forms (Form 600A). Signed and sealed by a design professional including owner/agent signature.
- Three sets of signed and sealed engineered truss plans. **Truss and roof framing plans shall be reviewed, stamped and approved by the engineer/architect of record prior to submission for permitting.**
- A signed and sealed letter from Architect or Engineer of record, agreeing to have plans master-filed for a period of one year, stating the name of owner/builder/developer and the building plan type, name or number.
- Three sets of product approvals and manufacturer's specifications for roofing materials. Three sets of product approvals and manufacturer's specifications for doors, windows and skylights.
- Three copies of site plans showing location of buildings and fire separation distance.

Notes:

- < **Master Filing:** It is recommended on a specific project where multiple buildings of the same type are to be built. The building plans are exclusively reviewed and approved to be in compliance with The Florida Building Code 2004 Edition and effective supplements at the time of application. No other department is involved in the master filing process.
- < **Preliminary Meeting:** Please contact plan review or schedule a preliminary meeting with a commercial plan examiner to overview the project and obtain recommendations prior to applying for master filing.
- < **Number of Master File Applications:** Each building type to be master filed and shown on the plans requires a separate master file application and a separate master file number will be

assigned.

- < **Plan Review Time:** It will take at least three weeks before the plans review comments are released.
- < **Master File Revisions:** After the plan review process is completed, plan review comments will be available to the applicant. Applicant will address review comments and submit revisions as needed. It is required to fill out a transmittal form to submit revisions which is available at the permitting counter or may be downloaded from our website.
- < **Master File Approval:** After the plans have been approved for master filing, the applicant will receive a copy of the approved master file application and two sets of approved plans stamped by the Building Department. Applicant will be responsible for making copies of approved master file plans.
- < **Master File Re-submission:** Every building code cycle (approximately 3 years), applicant shall re-submit new sets of master file drawings designed and certified in compliance with the latest edition of the building code.
- < **Master File Renewal:** In order to renew an active master file on a yearly basis during a building code cycle, applicant shall submit a letter from architect/engineer of record agreeing to maintain master files for a period of one year prior to the anniversary date of the seal on plans.

PART II - APPLYING FOR BUILDING PERMIT (After Master File Approval)

At the time of permit application, Contractor/Builder will submit:

- Permit application (One application per building).
- Plan Review Fee of \$160.00 is due at the time of a building permit application.
- Proof of ownership
- Address notification form
- Notice of commencement
- Utility affidavit
- Four copies of the **approved** site plans bearing the original stamps of approval from the Engineering and Zoning Departments.
- A copy of the stamped and approved master file application.
- A copy of the top sheet of the energy calculation FORM 600A with permit specific information.
- Three reduced copies of approved roof plan. Recommended size is 11" X 17".
- Three reduced copies of approved floor plan and elevations indicating conditioned area, non conditioned area and total. Recommended size is 11" X 17".
- Three copies of specific changes to the master plan, if applicable. This may include changes on any product approval, roof framing plan and letters indicating an alternate termite protection system to be used. Recommended size is 11" X 17".

Notes:

- < Contractor will be responsible for having an approved copy of the plans on the job site available for the Inspector.

APPLICATION FOR MASTER FILING

Osceola County Building Office
1 Courthouse Square, Suite 1400
Kissimmee, FL 34741
Ph: (407) 742-0200 Fax: (407) 742-0202

MASTER FILE NO. CMF

		COMMERCIAL		
COMPANY/BUILDER/APPLICANT NAME:				
EDITION OF BUILDING CODE USED:				
CONTRACTOR/BUILDER:			LICENSE NO.	
ADDRESS:				
PHONE:		FAX:		E-MAIL:
ARCHITECT OR ENGINEER OF RECORD/DESIGNER:			LICENSE NO.	
ADDRESS:				
PHONE:		FAX:		E-MAIL:
BUILDING NUMBER OR TYPE :				
Building Valuation:				
NO. OF UNITS:		NO. OF STORIES:		CONSTRUCTION TYPE:
LIVING AREA (SF):		NON LIVING AREA (SF):		TOTAL AREA (SF):

TYPE/PRINT NAME OF CONTRACTOR/BUILDER/DEVELOPER/APPLICANT DATE

SIGNATURE OF CONTRACTOR/BUILDER/DEVELOPER/APPLICANT DATE

SUBMIT A COPY OF APPROVED MASTER FILE APPLICATION WITH EVERY PERMIT APPLICATION

DATE ON SEALED PLANS:	BUILDING DEPARTMENT APPROVAL