



Master Files –Duplex

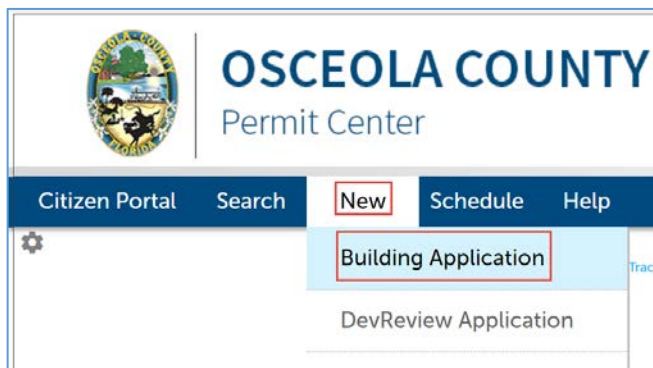
Master Files allows you to submit construction plans for a structure or building that may be built multiple times in multiple locations. This option may be used before completing documents for permitting.

Master file permits will be entered into the permit system, and will be scheduled to be reviewed in the order they are received. Once a master file permit is approved, it can be referenced in subsequent permits.

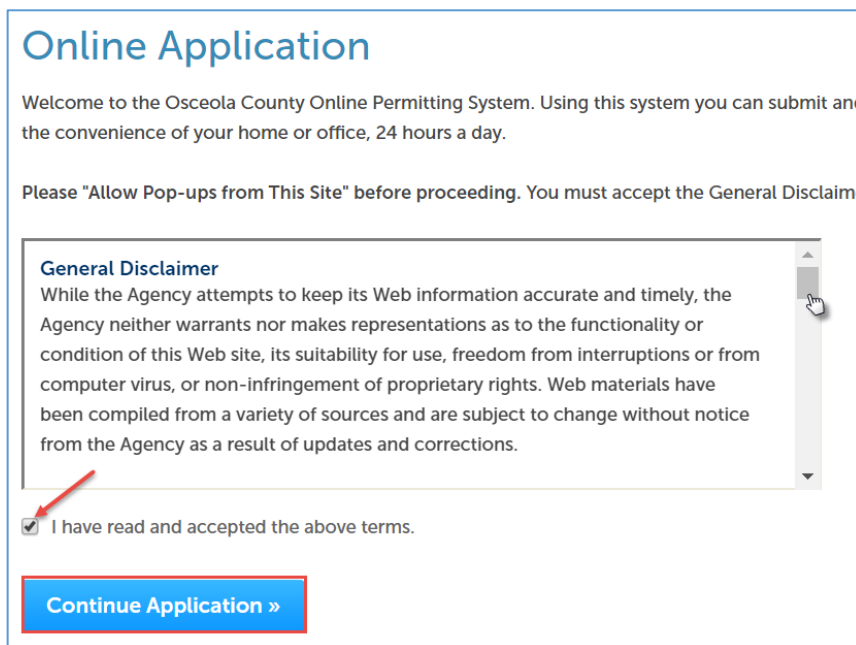
Adding a master file

Navigate to the Osceola County Permit Center at <https://permits.osceola.org> and sign in. You will want to allow pop-ups for this site before proceeding.

1. Select **New** from the top menu bar then select Building **Application**.



2. Read the General Disclaimer and check the box indicating you have read and accept the General disclaimer terms. Select **Continue Application**.



3. Select the **Master Files** menu and then select **Duplex Master File**. Select **Continue Application**.

Select a Record Type

Choose one of the following available record types.

▶ Permits
▶ Request
☑ **Master Files**

Duplex Master File
 Single Family Master File
 Townhouse Master File

4. Complete the **Detail Information**, enter the **Applicant** and enter the **Licensed Professional**. After all the information is entered, select **Continue Application**.

Step 1: Contact Information > Contact Information * Indicates a required field.

Detail Information

Application Name:

* Detailed Description:

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

5. Select the **Architect** and **Engineer** (Note: Architect and Engineer are not required). Select **Continue Application**.

Architect

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account Add New Look Up

Engineer

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account Add New Look Up

Save and resume later Continue Application »

6. Enter the **Master File Information**.
The fields that are required are;
- Page Count** – How many pages is the Master File
 - Number of Stories**

Master File Information

MASTER FILES

FBC Code Cycle: FBC 6th Edition

FBC Cycle Expiration Date: 12/31/2020

Architect/Engineer Expiration Date:

* Page Count (Plans): Pages

RECORD INFORMATION

* No. of Stories:

Enter the details for the **Left Unit**. Enter the information into all of the required fields (marked with a red asterisk *). The *Total Area* under roof will self-calculate based on the *Living* and *Non-Living* area entered.

Left Unit

LEFT UNIT

Model Number or Name:

* Garage Orientation:


* No. of Bedrooms:

* No. of Baths:

* Living Area: Square Ft

* Non-living Area (Under Roof): Square Ft

* Total Area (Under Roof): Square Ft



Enter the details for the **Right Unit**. Enter the information into all of the required fields (marked with a red asterisk *). The *Total Area* under roof will self-calculate based on the *Living* and *Non-Living* area entered.

Right Unit

RIGHT UNIT

Model Number or Name:

* Garage Orientation:

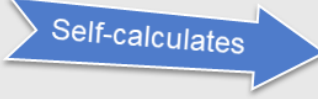
* No. of Bedrooms:

* No. of Baths:

* Living Area: Square Ft

* Non-living Area (Under Roof): Square Ft

* Total Area (Under Roof): Square Ft



Duplex Totals will self-populate based on the information entered into the *Left and Right Units*. These fields are read-only. They can't be deleted or changed. Select **Continue Application**.

Duplex Totals

DUPLEX TOTALS

No. of Bedrooms:	<input type="text" value="5"/>	
No. of Baths:	<input type="text" value="4"/>	
Living Area:	<input type="text" value="2250"/>	Square Ft
Non-living Area (Under Roof):	<input type="text" value="1550"/>	Square Ft
Total Area (Under Roof):	<input type="text" value="3800"/>	Square Ft

[Save and resume later](#) [Continue Application »](#)

7. **Review** the Information. Select the “Edit” button to make changes to sections. If all the information is correct, select **Continue Application**.

Record Type

Duplex Master File

Detail Information [Edit](#)

Application Name: Duplex Master File Test Sample
Detailed Description: Duplex Master File Test Sample

Applicant [Edit](#)

██████████

Licensed Professional [Edit](#)

██████████

Architect [Edit](#)

Engineer [Edit](#)

Master File Information

MASTER FILES Edit	
FBC Code Cycle:	FBC 6th Edition
FBC Cycle Expiration Date:	12/31/2020
Architect/Engineer Expiration Date:	
Page Count (Plans):	49
RECORD INFORMATION Edit	
No. of Stories:	1

Left Unit

LEFT UNIT Edit	
Model Number or Name:	Unit 1A
Garage Orientation:	Left
No. of Bedrooms:	3
No. of Baths:	2
Living Area:	1200
Non Living Area (Under Roof):	600
Total Area (Under Roof):	1800

Right Unit

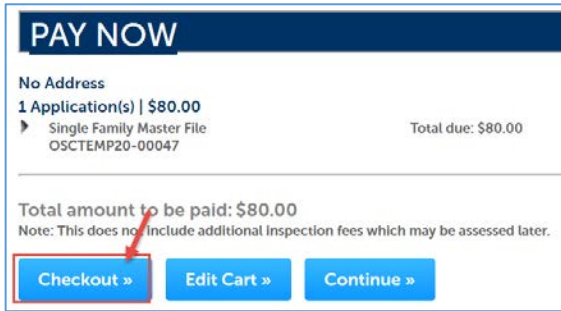
RIGHT UNIT Edit	
Model Number or Name:	Unit 1B
Garage Orientation:	Right
No. of Bedrooms:	2
No. of Baths:	2
Living Area:	1100
Non Living Area (Under Roof):	600
Total Area (Under Roof):	1700

Duplex Totals

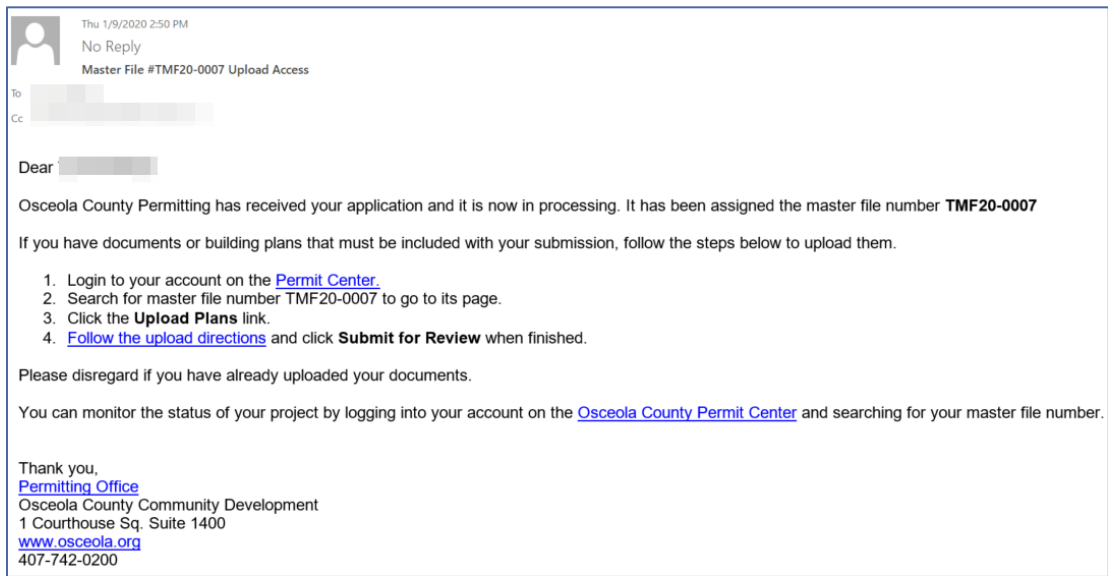
DUPLEX TOTALS Edit	
No. of Bedrooms:	5
No. of Baths:	4
Living Area:	2300
Non Living Area (Under Roof):	1200
Total Area (Under Roof):	3500

[Save and resume later](#) [Continue Application »](#)

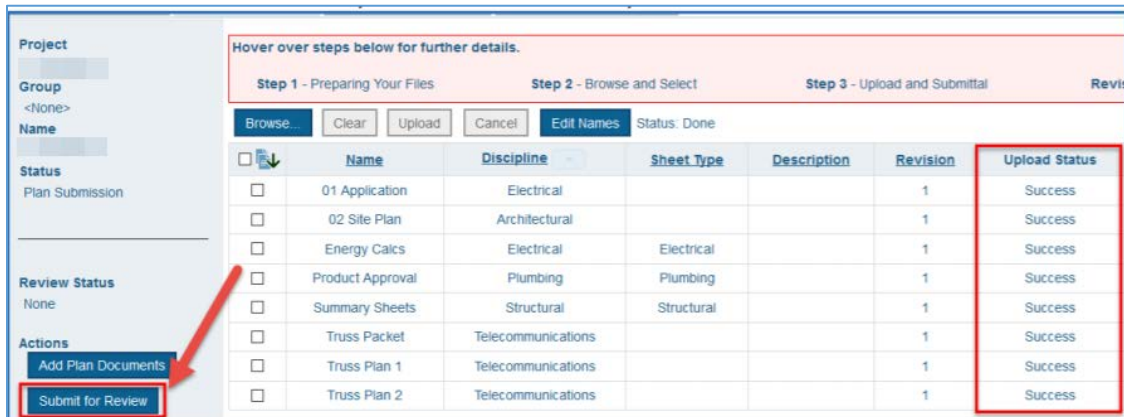
8. View the total amount to be paid and Pay Fees. Select **Checkout** to pay fees



9. After all fees are paid, you will receive an email, with the subject Master File Upload Access, informing you that your application is processing. It will include a link with directions on how to upload documents or building plans that should be included with your submission. Follow the steps on the email and upload your documents.

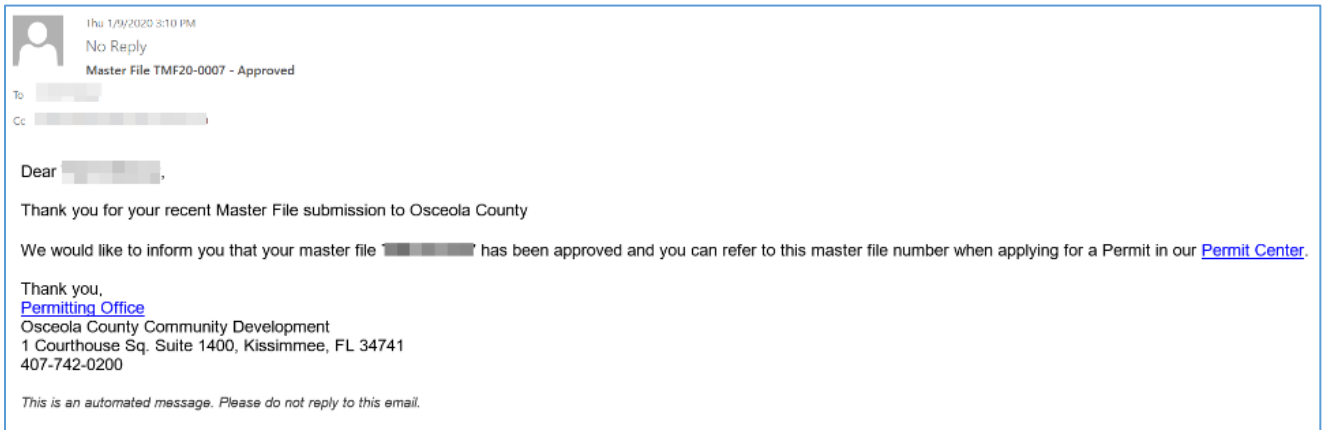


When you are finished select **Submit for Review**. This is an important step in the upload process. We will not receive your submission until you select the **Submit for Review** button. The button will change to **Submission Complete** to indicate your files have been submitted.



NOTE: If you need further directions on how to upload documents, visit Osceola.org [Permit Center User Guides](#). Select and view *Upload Permit Documents*.

10. Once the Master File has been approved you will receive an Approval email informing you of your Master File number. You will use the Master file number when applying for a permit in the Permit Center for that specific Master File.



Master File Revisions: After the plan review process is completed, plan review comments will be available. Applicant will address review comments and submit revisions as needed.

Applying For a Permit Using the Master File Number

11. When applying for future permits using the master file you will follow **Steps 1-3**, [Adding a Master File](#), listed above.

Step 4: Select **Permits** and then **Building Permit**. Select **Continue Application**.

The screenshot shows a web form titled "Select a Record Type". It has a search bar and a "Search" button. Under "Permits", "Building Permit" is selected. Below the list are "Request", "Building Permits", and "Master Files" with expandable arrows. A red arrow points to the "Continue Application »" button at the bottom.

NOTE: Do NOT select Master Files (Master Files option is used to submit the original Master File).

Continue following **Steps 4 and 5**, listed above, under [Adding a Master File](#).

Step 6: The Custom Fields page, is where you will enter the **Master File Number**.

The following are the required fields:

- a. Permit for
- b. Construction Value
- c. Master File Number
- d. Culvert (yes/no)

The screenshot shows a web form titled "Custom Fields" with a blue header. The form is divided into sections: "TYPE OF PERMIT", "RECORD INFORMATION", and "Culvert".

- TYPE OF PERMIT:** A dropdown menu labeled "* Permit for:" with "--Select--" as the current selection. This field is highlighted with a red box.
- RECORD INFORMATION:**
 - "Hurricane Related:" with radio buttons for "Yes" and "No".
 - "* Construction Value:" a text input field, highlighted with a red box.
 - "Living Area:" a text input field followed by "Square Ft".
 - "Non Living Area:" a text input field followed by "Square Ft".
 - "Nbr Stories:" a text input field.
 - "Construction Type:" a text input field.
 - "Central:" a checkbox.
 - "Septic:" a checkbox.
 - "Plan submitted digitally:" a checkbox.
 - "Master File Number:" a text input field, highlighted with a red box. A blue arrow points to this field with the text "Master File No." written on it.
 - "Email Contractor Notification:" a checkbox.
 - "Census Class:" a text input field.
 - "Building Code:" a text input field.
 - "Number of Units:" a text input field.
- Culvert:**
 - "* Culvert:" radio buttons for "Yes" and "No", with "No" selected. This field is highlighted with a red box.
 - "Water/Sewer Provider:" a dropdown menu with "--Select--".
 - "SDP:" radio buttons for "Yes" and "No".
 - "SDP Permit#:" a text input field.
 - "Subdivision Name:" a text input field.

At the bottom of the form, there are two buttons: "Save and resume later" (orange) and "Continue Application »" (blue with a right-pointing arrow).

Select **Continue Application**.

Continue with **Steps 7 and 8**, listed above, under [Adding a Master File](#).