



Master Files – Pool and Pool Enclosures

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.

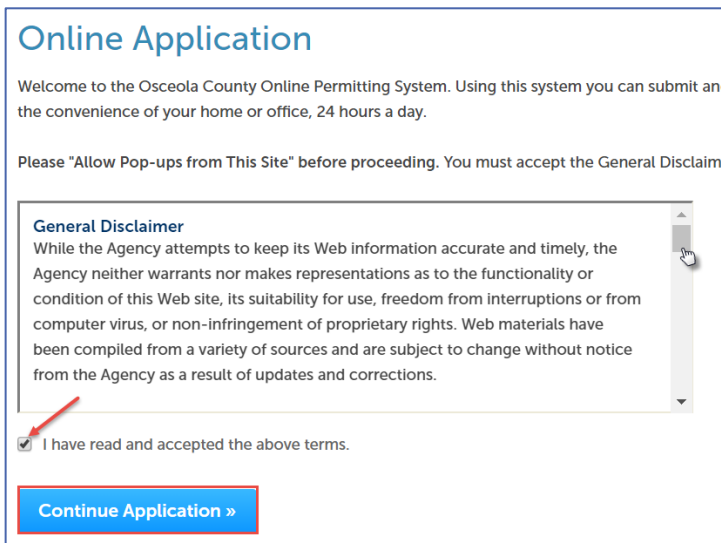
Adding a Master File

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 the type of Master File you are adding (**Pool Enclosure** Master File or **Pool** Master File). In this example, **Pool Master File** has been chosen. Select **Continue Application**.

Select a Record Type

Choose one of the following available record types.

- ▶ Permits
- ▶ Request
- ▼ **Master Files**
 - Pool Enclosure Master File
 - Pool 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/or **Engineer** (Note: You must have an Architect or Engineer for this type of master file). Select **Continue Application**.

The screenshot shows two sections: "Architect" and "Engineer". Each section has a header, a sub-header, and three buttons: "Select from Account", "Add New", and "Look Up". Below these sections are two buttons: "Save and resume later" (orange) and "Continue Application »" (blue). A red arrow points to the "Continue Application »" button.

6. Enter the **Master File Information**.
The fields that are required are;
a. **Expiration Date of Master File Drawings**
Select **Continue Application**.

The screenshot shows the "Master File Information" form. It has a blue header with the title "Master File Information". Below the header is a section titled "MASTER FILES" with three required fields: "FBC Code Cycle" (with a dropdown menu showing "FBC 6th Edition"), "FBC Cycle Expiration Date" (with a date input field showing "12/31/2020" and a calendar icon), and "Expiration Date of Master File Drawings" (with an empty date input field and a calendar icon). The "Expiration Date of Master File Drawings" field is highlighted with a red box. At the bottom of the form are two buttons: "Save and resume later" (orange) and "Continue Application »" (blue). A red arrow points to the "Continue Application »" button.

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

Record Type

Pool Master File

Detail Information

Application Name: Pool Master File Sample
Detailed Description: Pool Master File Sample

Applicant

Test User

Licensed Professional

VALID VALID VALID

Architect

Individual
Test User

Engineer

Master File Information

MASTER FILES		
FBC Code Cycle:		FBC 6th Edition
FBC Cycle Expiration Date:		12/31/2020
Expiration Date of Master File Drawings:		02/24/2021

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

8. After everything is submitted, 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.

Dear Test User,

Osceola County Permitting has received your application and it is now in processing. It has been assigned the master file number **PMF20-0005**

If you have documents or building plans that must be included with your submission, follow the steps below to upload them.

1. Login to your account on the [Permit Center](#).
2. Search for master file number PMF20-0005 to go to its page.
3. Click the **Upload Plans** link.
4. [Follow the upload directions](#) and click **Submit for Review** when finished.

Please disregard if you have already uploaded your documents.

You can monitor the status of your project by logging into your account on the [Osceola County Permit Center](#) and searching for your master file number.

Thank you,
[Permitting Office](#)
Osceola County Community Development
1 Courthouse Sq. Suite 1400
www.osceola.org
407-742-0200

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.

	Name	Discipline	Sheet Type	Description	Revision	Upload Status
<input type="checkbox"/>	01 Application	Electrical			1	Success
<input type="checkbox"/>	02 Site Plan	Architectural			1	Success
<input type="checkbox"/>	Energy Calcs	Electrical	Electrical		1	Success
<input type="checkbox"/>	Product Approval	Plumbing	Plumbing		1	Success
<input type="checkbox"/>	Summary Sheets	Structural	Structural		1	Success
<input type="checkbox"/>	Truss Packet	Telecommunications			1	Success
<input type="checkbox"/>	Truss Plan 1	Telecommunications			1	Success
<input type="checkbox"/>	Truss Plan 2	Telecommunications			1	Success

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

- 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.

Thu 1/9/2020 3:10 PM
No Reply
Master File TMF20-0007 - Approved

To: [Redacted]
Cc: [Redacted]

Dear [Redacted],

Thank you for your recent Master File submission to Osceola County

We would like to inform you that your master file [Redacted] has been approved and you can refer to this master file number when applying for a Permit in our [Permit Center](#).

Thank you,
[Permitting Office](#)
Osceola County Community Development
1 Courthouse Sq, Suite 1400, Kissimmee, FL 34741
407-742-0200

This is an automated message. Please do not reply to this email.

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


10. 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**.

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

Select a Record Type

Choose one of the following available record types.



Permits

- Building Permit
- Demolition Permit
- Electrical Permit
- Gas Permit
- Master File
- Mechanical Permit
- Plumbing Permit
- Roofing Permit
- Slab Only Permit

▶ Request

▶ Building Permits

▶ Master Files

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. Residential Subtype
- c. Construction Value
- d. Master File Number
- e. 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:** A section containing several fields:
 - "Hurricane Related:" with radio buttons for "Yes" and "No".
 - "Construction Value:" a text input field, highlighted with a red box.
 - "Living Area:" and "Non Living Area:" text input fields, each followed by "Square Ft".
 - "Nbr Stories:" a text input field.
 - "Construction Type:" a text input field.
 - "Central:", "Septic:", and "Plan submitted digitally:" each with 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 inside it.
 - "Email Contractor Notification:" with a checkbox.
 - "Census Class:" a text input field.
 - "Building Code:" a text input field.
 - "Number of Units:" a text input field.
- Culvert:** Radio buttons for "Yes" and "No", 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).

Select **Continue Application**.

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