



# Master Files – Single Family

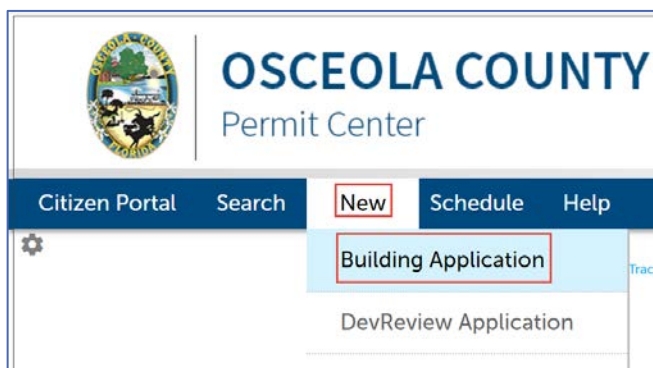
Master Files allows you to submit construction plans for a structure or building that may be built multiple times in multiple locations. This option may be used before completing documents for permitting.

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.

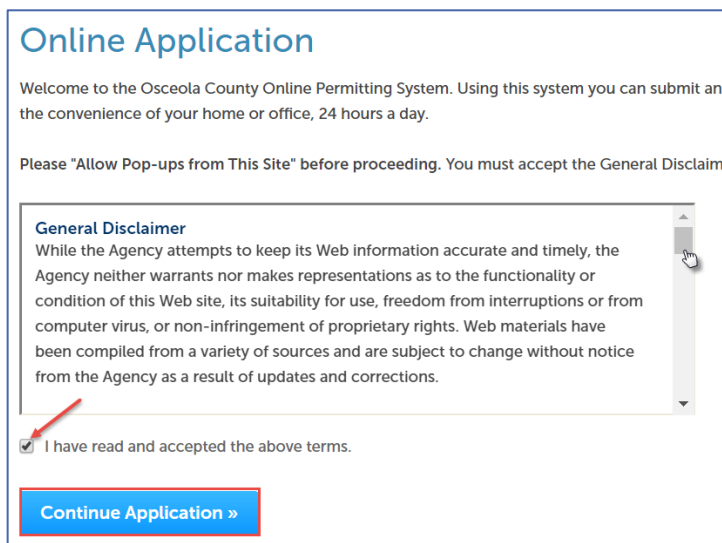
## Adding a master file

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 (single family or duplex). In this example, **Single Family Master File** has been chosen. Select **Continue Application**.

Select a Record Type

Choose one of the following available record types.

Search

- Permits
- Request
- Building Permits
- Master Files**
  - Duplex Master File
  - Single Family Master File**
  - Townhouse Master File

Continue Application

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.

Select from Account Add New Look Up

**Licensed Professional**

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

Look Up

Save and resume later Continue Application >

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;

- a. **Page Count** – How many pages is the Master File
- b. **Model Number or Name** of the Master File
- c. **Garage Orientation**
- d. **Living Area**
- e. **Non-Living Area (under roof)**

Select **Continue Application**.

The screenshot shows a web form titled "Master File Information". It is divided into two main sections: "MASTER FILES" and "RECORD INFORMATION".

**MASTER FILES**

- FBC Code Cycle: FBC 6th Edition
- FBC Cycle Expiration Date: 12/31/2020
- Architect/Engineer Expiration Date: (empty)
- \* Page Count (Plans): (empty) Pages

**RECORD INFORMATION**

- \* Model Number or Name: (empty)
- \* Garage Orientation: --Select--
- No. of Bedrooms: (empty)
- No. of Baths: (empty)
- No. of Stories: (empty)
- \* Living Area: (empty) Square Ft
- \* Non-living Area (Under Roof): (empty) Square Ft
- Total Area (Under Roof): 0 Square Ft

At the bottom of the form, there 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**

**Single Family Master File**

**Detail Information** [Edit](#)

Application Name: Single Family Sample Master File  
Detailed Description: Single Family Sample Master File

**Applicant** [Edit](#)

**Licensed Professional** [Edit](#)

**Architect** [Edit](#)

**Engineer** [Edit](#)

**Master File Information** [Edit](#)

<b>MASTER FILES</b>		<a href="#">Edit</a>
FBC Code Cycle:	FBC 6th Edition	
FBC Cycle Expiration Date:	12/31/2020	
Architect/Engineer Expiration Date:		
Page Count (Plans):	49	
<b>RECORD INFORMATION</b>		<a href="#">Edit</a>
Model Number or Name:	Orange Blossom	
Garage Orientation:	Right	
No. of Bedrooms:	4	
No. of Baths:	3.5	
No. of Stories:	1	
Living Area:	2400	
Non-Swing Area (Under Roof):	1250	
Total Area (Under Roof):	3650	

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

8. A plan review fee is due at the time of the application. Residential Master Filing of Plans will be charged at a rate of \$8.00 per page submitted with a maximum of \$80.00. View the total amount to be paid and Pay Fees. Select **Checkout** to pay fees

**PAY NOW**

No Address

1 Application(s) | \$80.00

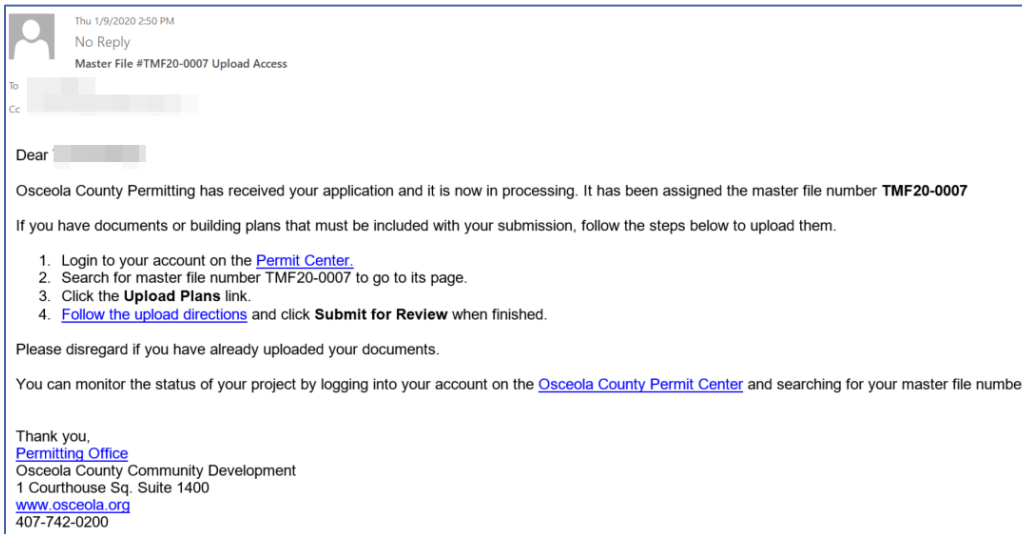
Single Family Master File OSCTEMP20-00047 Total due: \$80.00

Total amount to be paid: \$80.00

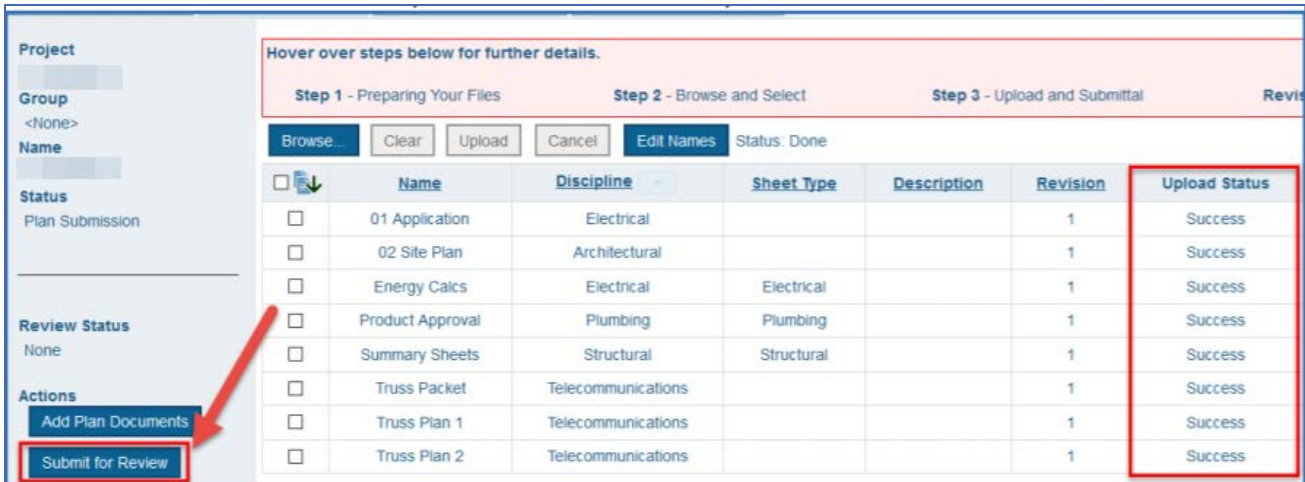
Note: This does not include additional inspection fees which may be assessed later.

[Checkout >](#) [Edit Cart >](#) [Continue >](#)

- 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.

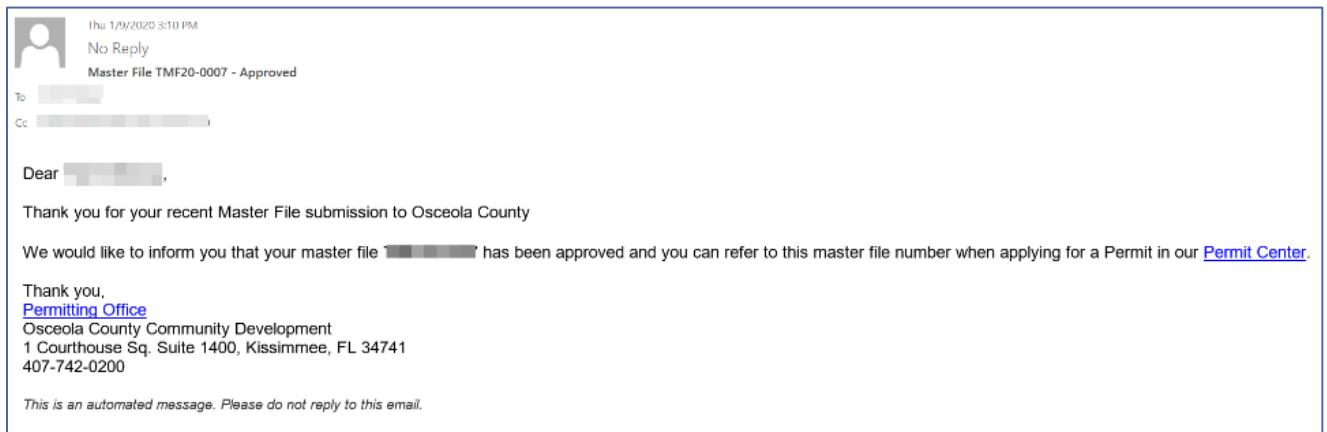


When you are finished select **Submit for Review**. This is an important step in the upload process. We will not receive your submission until you select the **Submit for Review** button. The button will change to **Submission Complete** to indicate your files have been submitted.



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

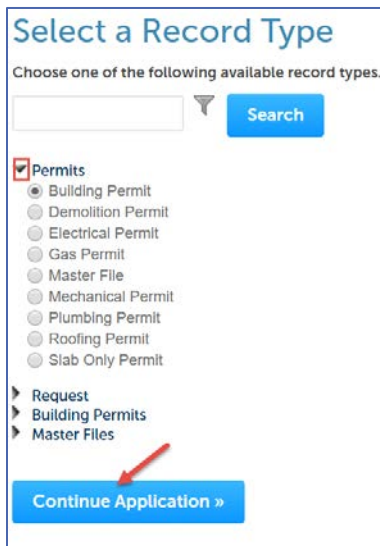
10. Once the Master File has been approved you will receive an Approval email informing you of your Master File number. You will use the Master file number when applying for a permit in the Permit Center for that specific Master File.



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**.



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

**NOTE:** Do NOT select Master Files (Master Files option is used to submit the original 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" and "RECORD INFORMATION".

- TYPE OF PERMIT:** A dropdown menu labeled "Permit for:" with "--Select--" is highlighted with a red box.
- RECORD INFORMATION:**
  - "Hurricane Related:" has radio buttons for "Yes" and "No".
  - "Construction Value:" is a text input field highlighted with a red box.
  - "Living Area:" and "Non Living Area:" are text input fields with "Square Ft" labels.
  - "Nbr Stories:" and "Construction Type:" are text input fields.
  - "Central:" and "Septic:" have checkboxes.
  - "Plan submitted digitally:" has a checkbox.
  - "Master File Number:" is a text input field highlighted with a red box. A blue arrow labeled "Master File No." points to this field.
  - "Email Contractor Notification:" has a checkbox.
  - "Census Class:" is a text input field.
  - "Building Code:" is a text input field.
  - "Number of Units:" is a text input field.
  - "Culvert:" has radio buttons for "Yes @" and "No", highlighted with a red box.
  - "Water/Sewer Provider:" is a dropdown menu with "--Select--".
  - "SDP:" has radio buttons for "Yes" and "No".
  - "SDP Permit#:" is a text input field.
  - "Subdivision Name:" is 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](#).