Master Files – Townhouse

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.

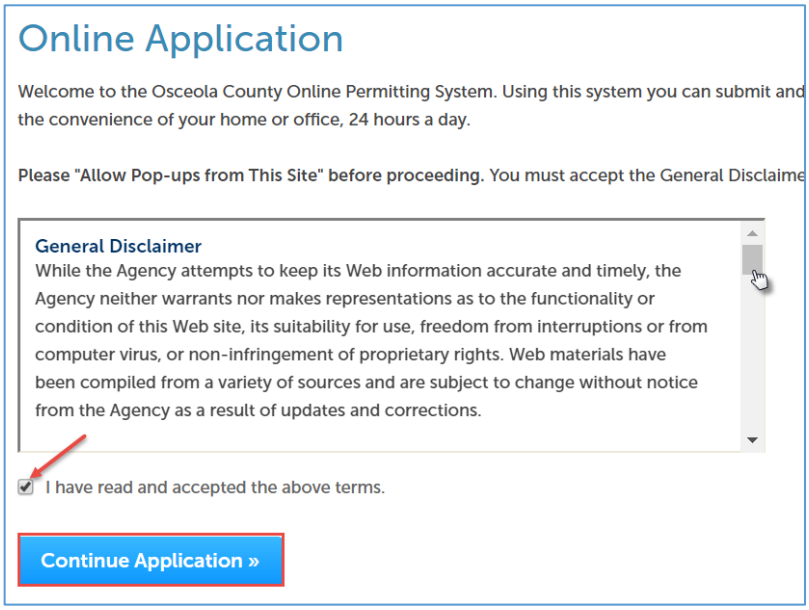
Master file permits will be entered into the permit system, and will be scheduled to be reviewed in the order they are received. Once a master file permit is approved, it can be referenced in subsequent permits.

Adding a Master File

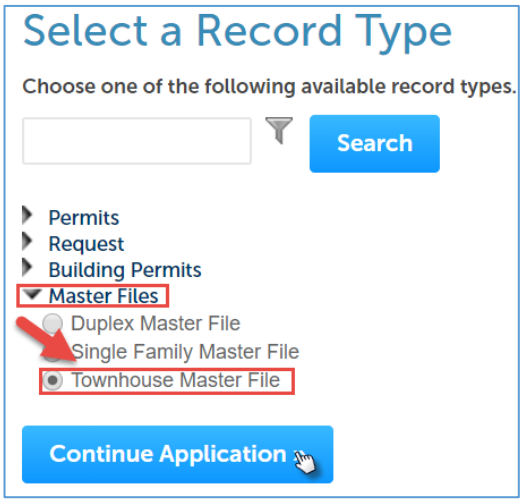
Navigate to the Osceola County Permit Center at https://permits.osceola.org and sign in. You will want to allow pop-ups for this site before proceeding.

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

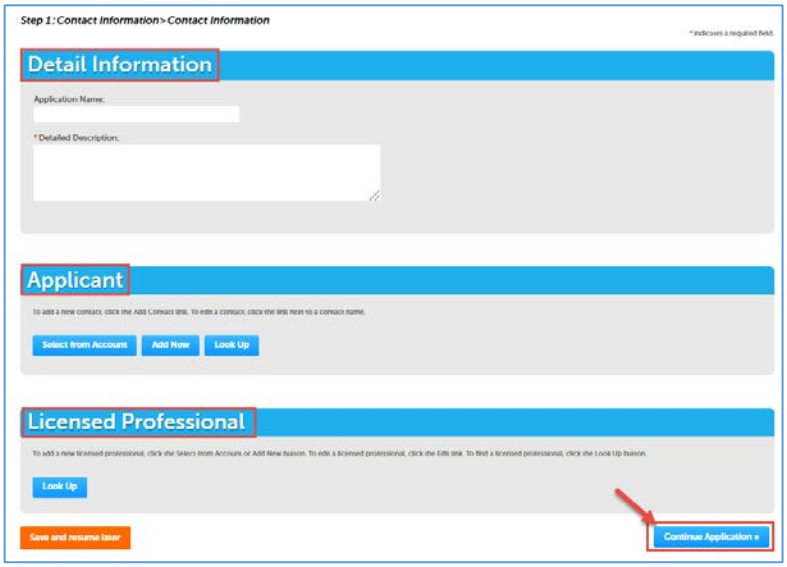
2. Read the General Disclaimer and check the box indicating you have read and accept the General disclaimer terms. Select **Continue Application**.



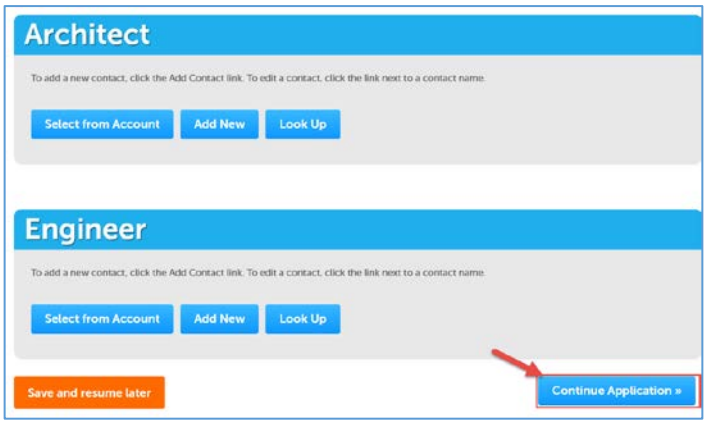
3. Select the Master Files menu and then select **Townhouse Master File**. Select **Continue Application**.



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

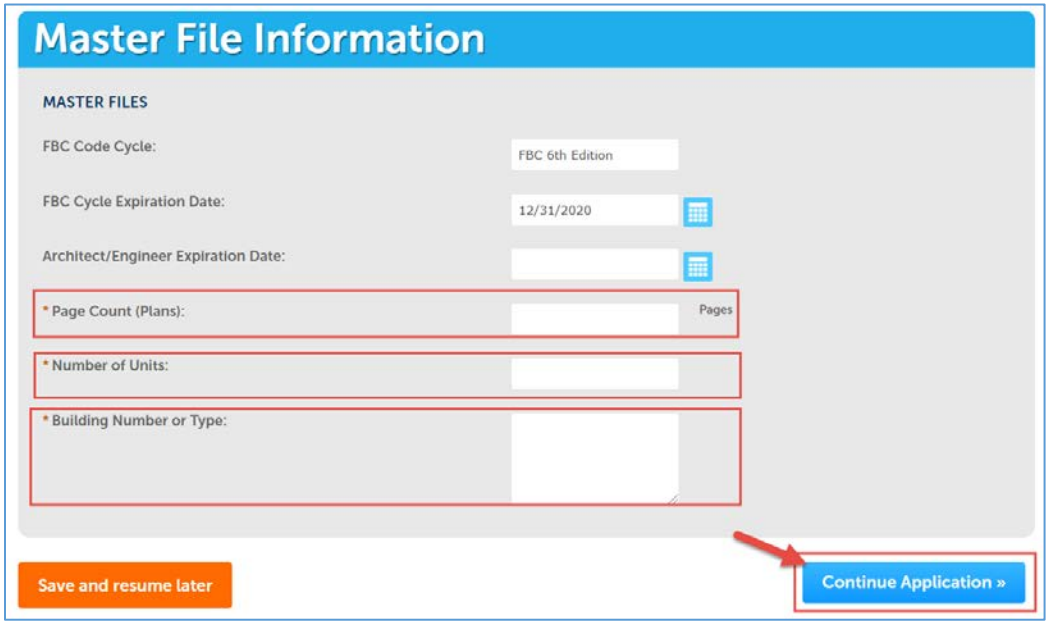


5. Select the **Architect** and **Engineer (***Note: Architect and Engineer are not required***)**. Select **Continue Application**.

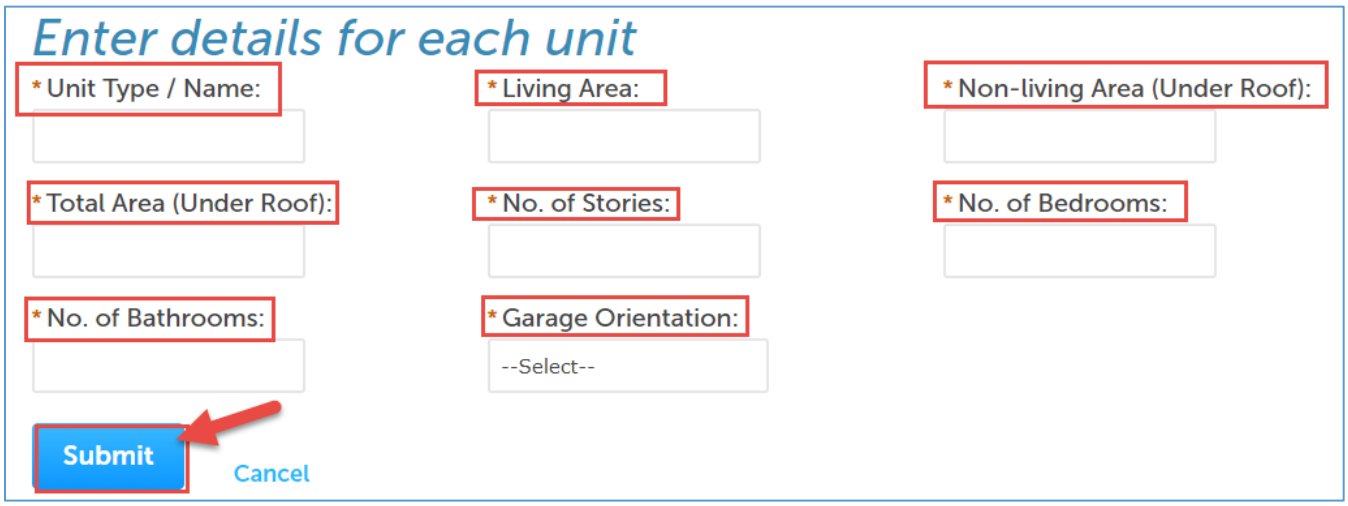


6. Enter the **Master File information**.
   The fields that are required are:
   a. **Page Count** – Enter the amount of pages in the Master File documents.
   b. **Number of Units**
   c. **Building Number or Type**

   Select **Continue Application**.

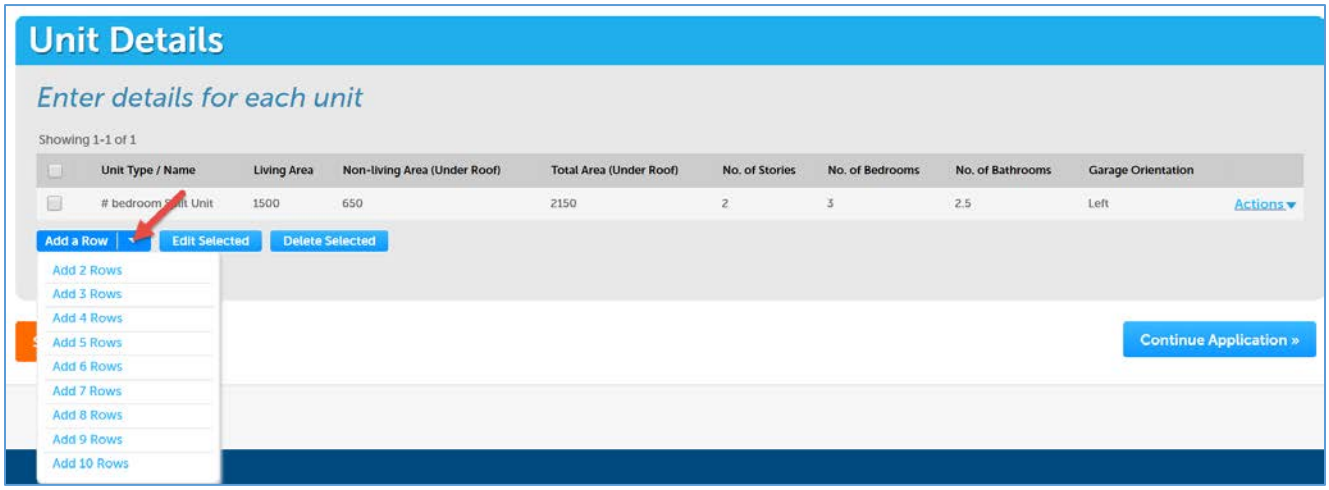


7. **Enter Details** for the first unit. You will enter the details for the additional units on the next screen. All of the fields are required. Select **Submit**.

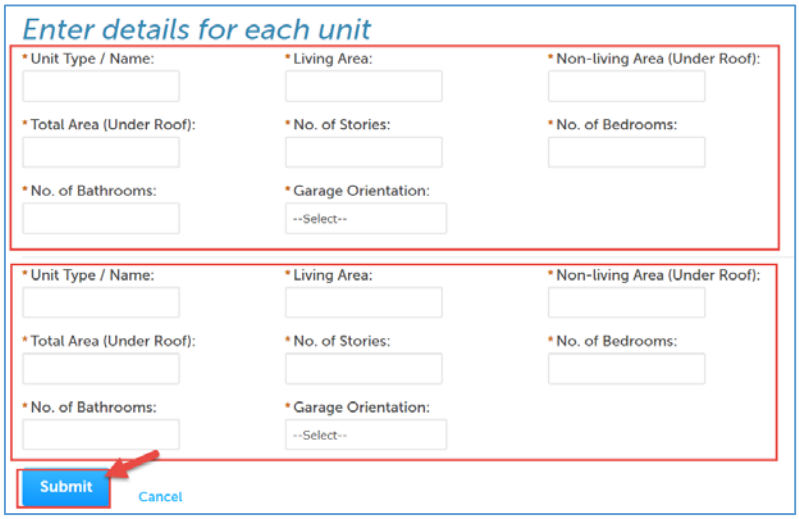


Once submitted, the Unit Details will display.

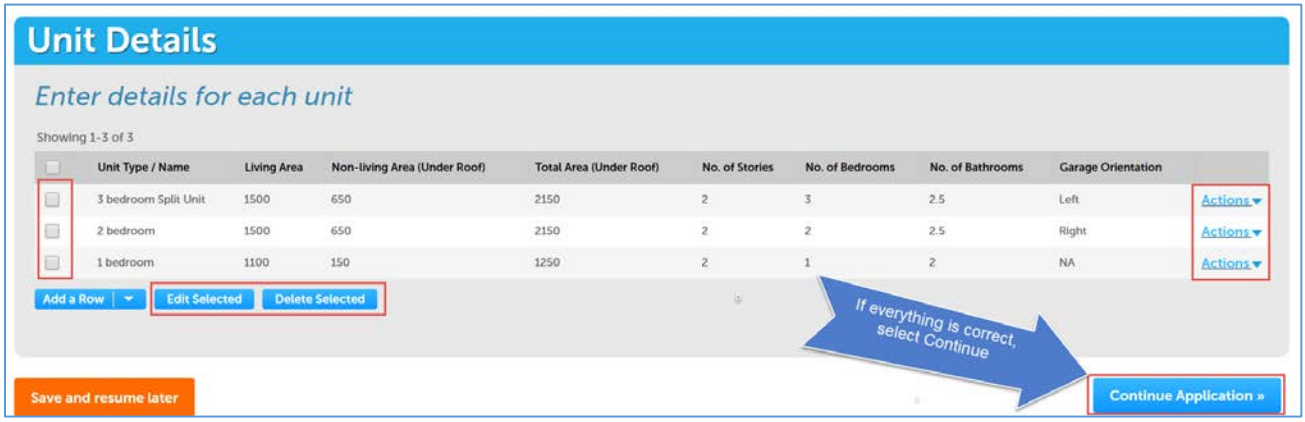
8. If you have additional units you will need to enter the additional **Unit Details**. Select from the **Add a Row** drop down menu and select the amount of rows (unit details) to add.



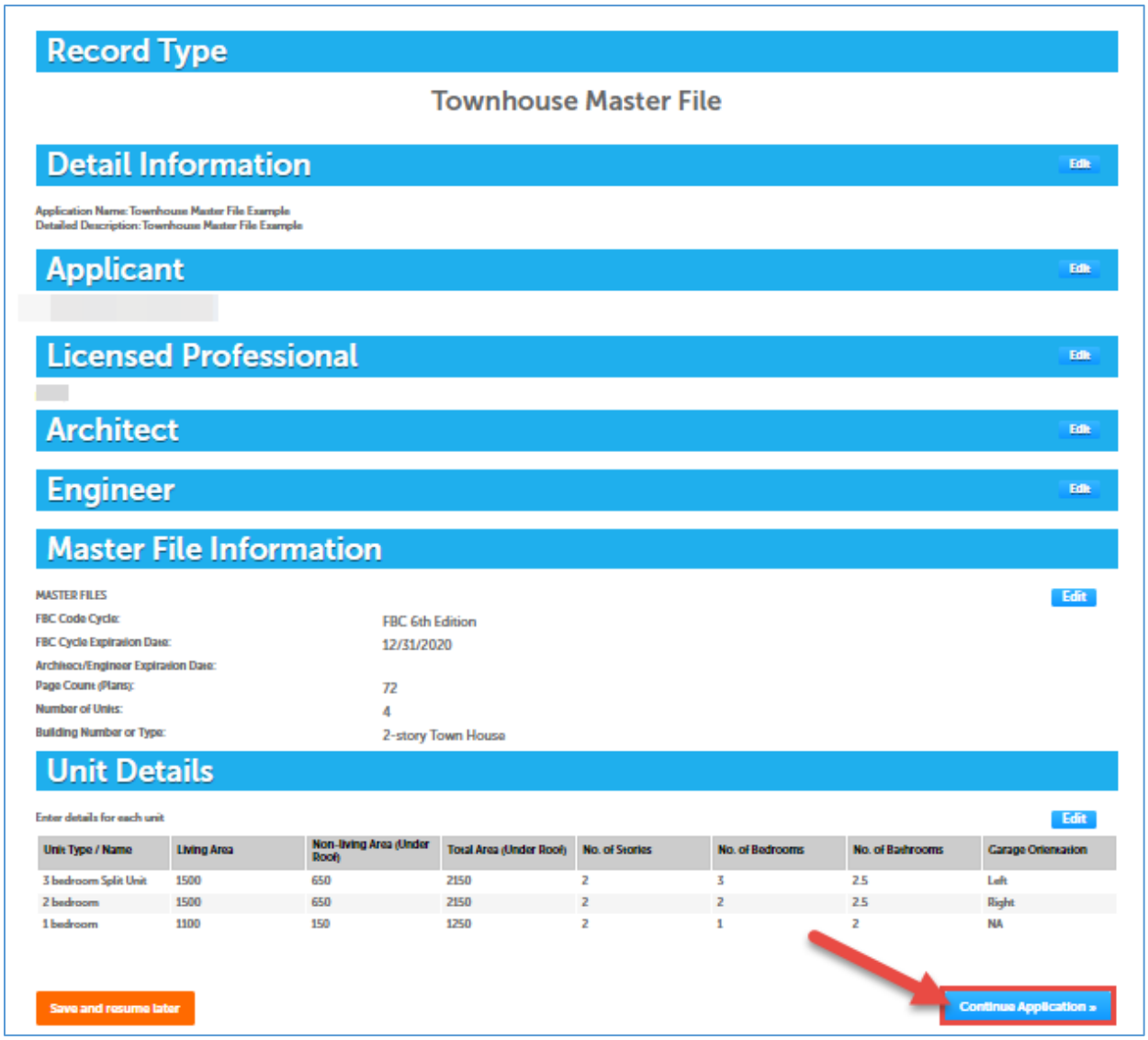
9. Enter the Unit Details for each additional unit and select **Submit**.



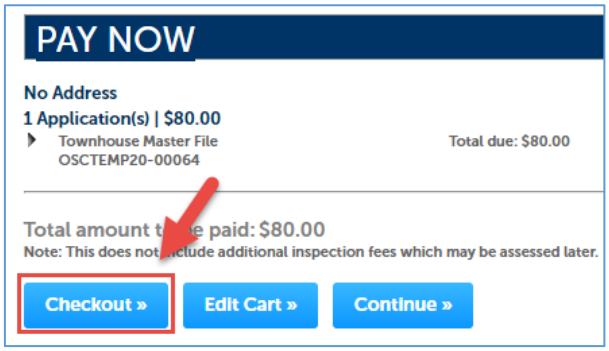
Check that all of the Unit Details are correct on the Custom Lists. If a detail needs to be edited or deleted, select **Actions** from the right side or select the box next to the item/s and then select the appropriate button for the item/s selected (**Edit Selected** or **Delete Selected**).
If everything is correct select **Continue Application**.



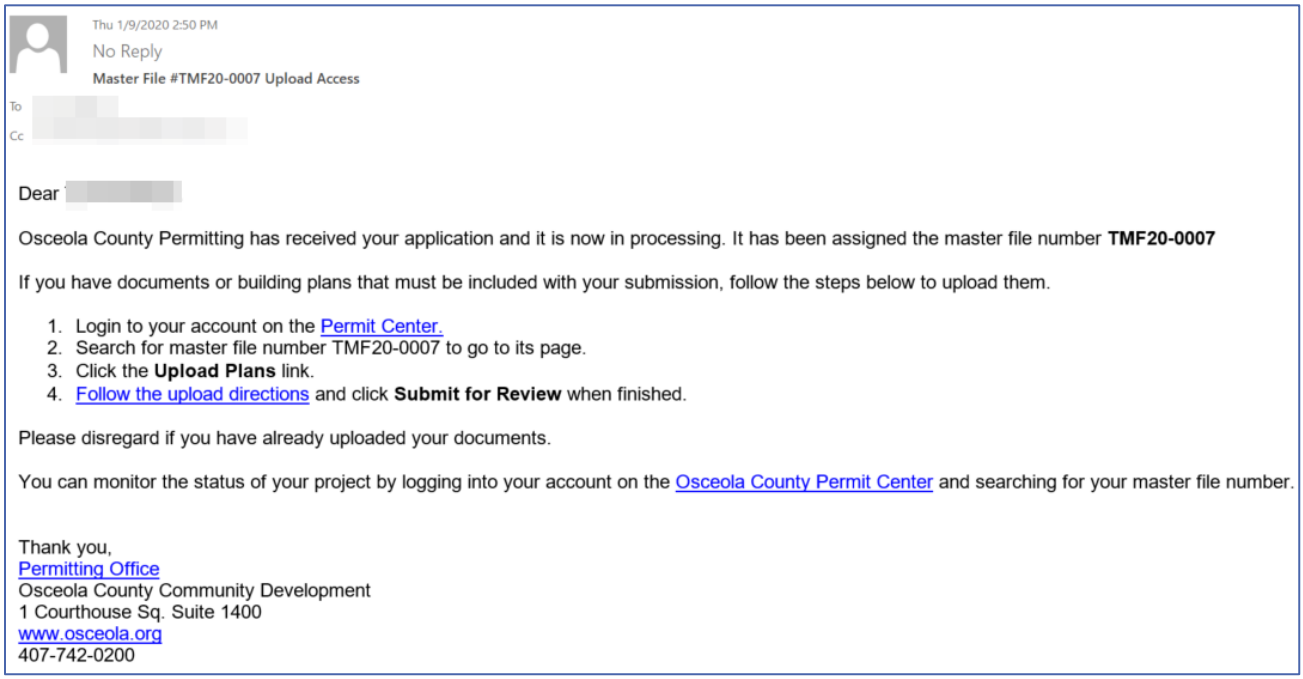
10. **Review** the Information. Select the "Edit" button to make changes to sections. If all the information is correct, select **Continue Application**.



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



12. 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.



Thu 1/9/2020 2:50 PM
No Reply
Master File #TMF20-0007 Upload Access
To
Cc

Dear

Osceola County Permitting has received your application and it is now in processing. It has been assigned the master file number **TMF20-0007**

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

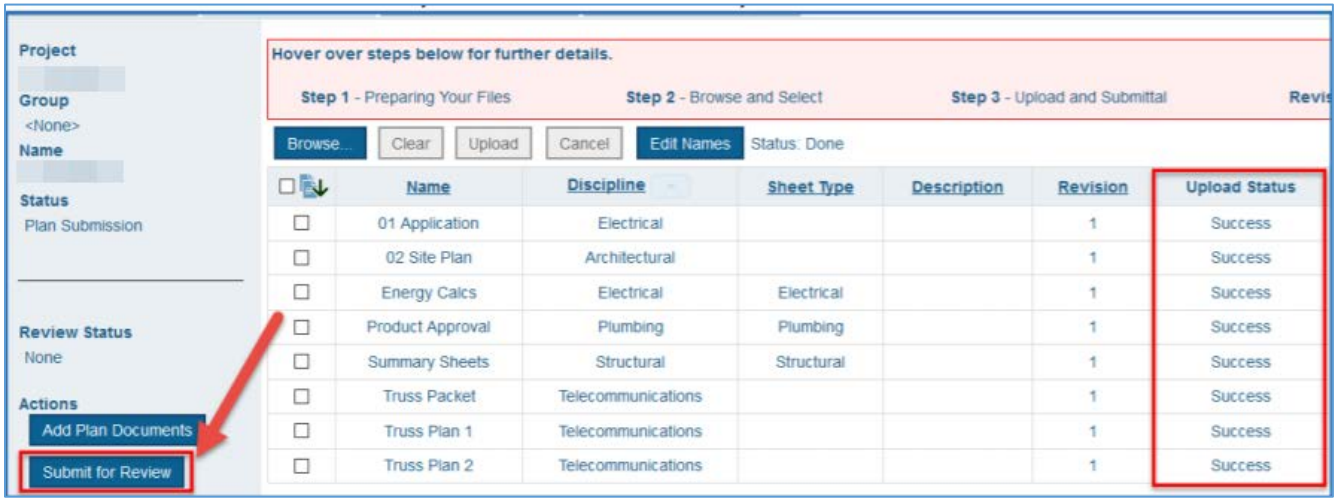
1. Login to your account on the Permit Center.
2. Search for master file number TMF20-0007 to go to its page.
3. Click the **Upload Plans** link.
4. Follow the upload directions and click **Submit for Review** when finished.

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.

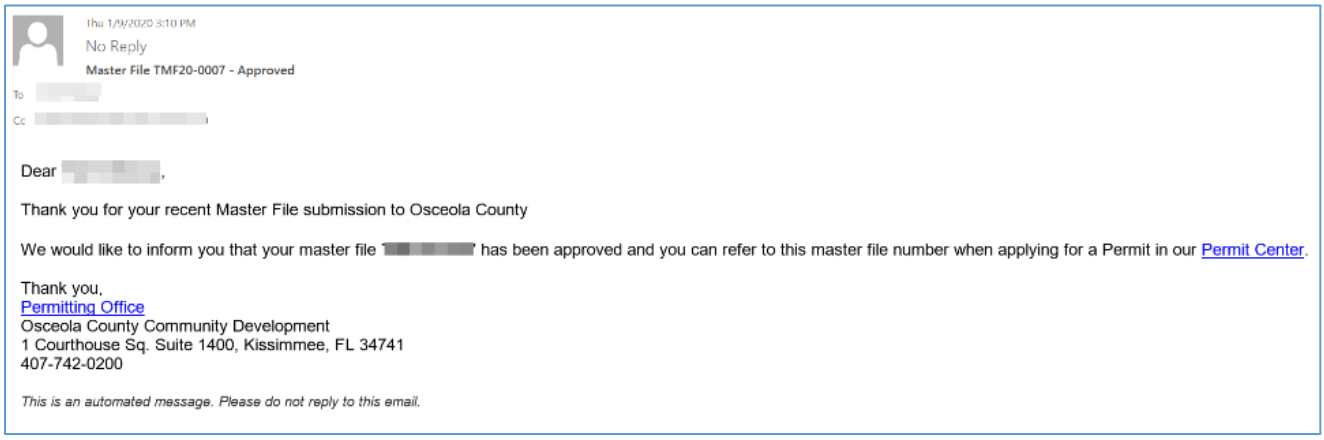
Thank you,
Permitting Office
Osceola County Community Development
1 Courthouse Sq. Suite 1400
www.osceola.org
407-742-0200

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.



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

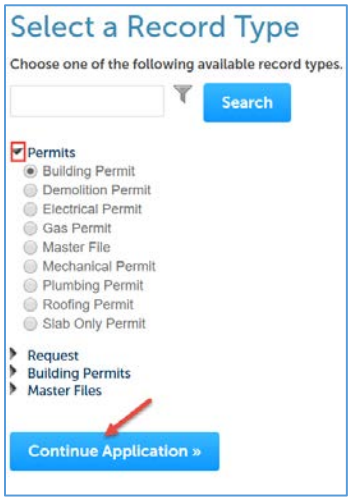
13. Once the Master File has been approved you will receive an Approval email informing you of your Master File number. You will use the Master file number when applying for a permit in the Permit Center for that specific Master File.



Applying For a Permit Using the Master File Number

14. To apply for future master file permits using your master file number you will follow **steps 1-3**, Adding a Master File, listed above.

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

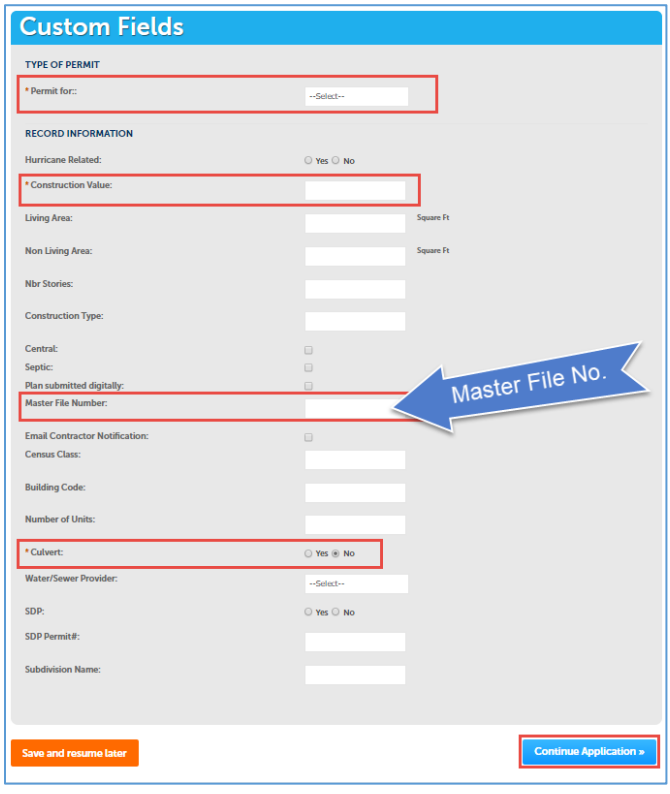


NOTE: Do NOT select Master Files (Master Files option is used to submit the original Master File only).

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)



Select **Continue Application**.

Continue with **Steps 10 and 11**, listed above, under Adding a Master file.