



# 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.

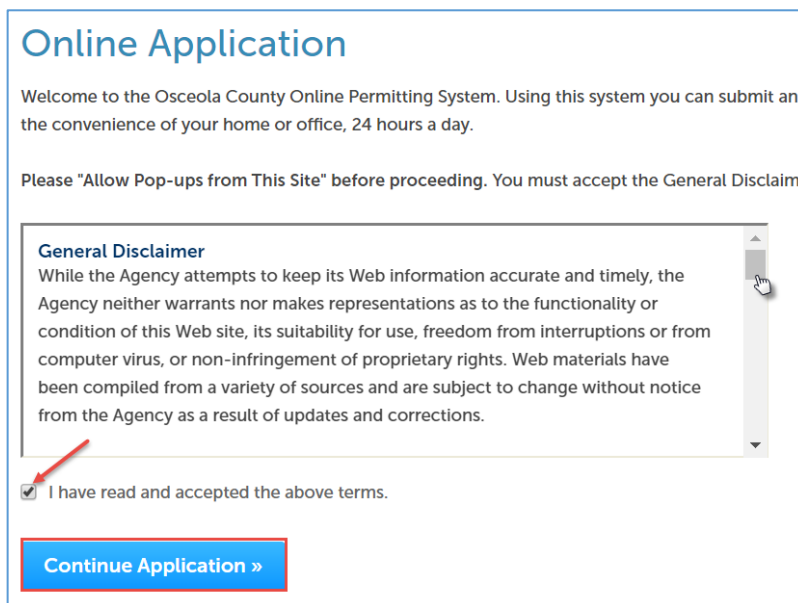
## Adding a Master File

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**.

Select a Record Type

Choose one of the following available record types.

- ▶ Permits
- ▶ Request
- ▶ Building Permits
- ▼ 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

**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 Accounts 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.

**Engineer**

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

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**.

**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

\* Number of Units:

\* Building Number or Type:

Save and resume later

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**.

**Enter details for each unit**

\* Unit Type / Name:

\* Living Area:

\* Non-living Area (Under Roof):

\* Total Area (Under Roof):

\* No. of Stories:

\* No. of Bedrooms:

\* No. of Bathrooms:

\* Garage Orientation: --Select--

Submit

Cancel

Once submitted, the Unit Details will display.

The screenshot shows a table titled "Unit Details" with the subtitle "Enter details for each unit". Below the title, it says "Showing 1-1 of 1". The table has the following columns: Unit Type / Name, Living Area, Non-living Area (Under Roof), Total Area (Under Roof), No. of Stories, No. of Bedrooms, No. of Bathrooms, and Garage Orientation. The first row contains the following data: # bedroom Split Unit, 1500, 650, 2150, 2, 3, 2.5, and Left. There is an "Actions" dropdown menu to the right of the row. Below the table are three buttons: "Add a Row" (with a dropdown arrow), "Edit Selected", and "Delete Selected".

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.

This screenshot is similar to the previous one, but the "Add a Row" dropdown menu is open, showing options to "Add 2 Rows" through "Add 10 Rows". A red arrow points to the "Add a Row" button. A "Continue Application" button is visible on the right side of the form.

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

The screenshot shows the "Enter details for each unit" form with two identical sets of input fields. Each set includes: Unit Type / Name, Living Area, Non-living Area (Under Roof), Total Area (Under Roof), No. of Stories, No. of Bedrooms, No. of Bathrooms, and Garage Orientation. The "Garage Orientation" field is a dropdown menu with "--Select--" as the current selection. A red box highlights the entire form area. At the bottom left, there is a "Submit" button and a "Cancel" button. A red arrow points to the "Submit" button.

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**.

Unit Details

Enter details for each unit

Showing 1-3 of 3

<input type="checkbox"/>	Unit Type / Name	Living Area	Non-living Area (Under Roof)	Total Area (Under Roof)	No. of Stories	No. of Bedrooms	No. of Bathrooms	Garage Orientation	Actions
<input type="checkbox"/>	3 bedroom Split Unit	1500	650	2150	2	3	2.5	Left	Actions
<input type="checkbox"/>	2 bedroom	1500	650	2150	2	2	2.5	Right	Actions
<input type="checkbox"/>	1 bedroom	1100	150	1250	2	1	2	NA	Actions

Add a Row Edit Selected Delete Selected

Save and resume later Continue Application »

If everything is correct, select Continue

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

Record Type

Townhouse Master File

Detail Information Edit

Application Name: Townhouse Master File Example  
Detailed Description: Townhouse Master File Example

Applicant Edit

Licensed Professional Edit

Architect Edit

Engineer Edit

Master File Information Edit

MASTER FILES

FBC Code Cycle: FBC 6th Edition

FBC Cycle Expiration Date: 12/31/2020

Architect/Engineer Expiration Date:

Page Count (Plans): 72

Number of Units: 4

Building Number or Type: 2-story Town House

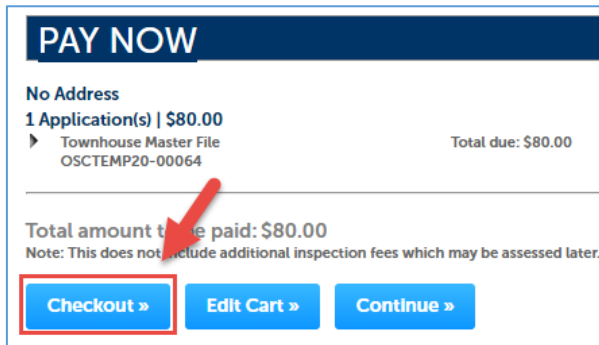
Unit Details

Enter details for each unit Edit

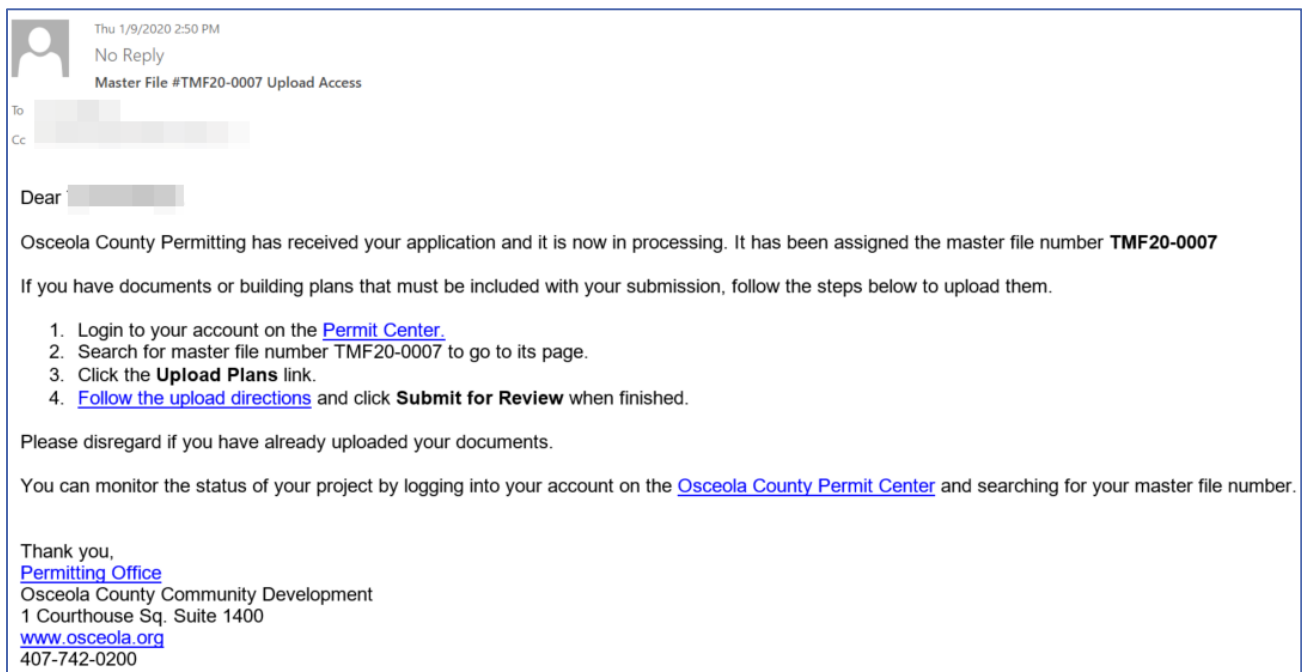
Unit Type / Name	Living Area	Non-living Area (Under Roof)	Total Area (Under Roof)	No. of Stories	No. of Bedrooms	No. of Bathrooms	Garage Orientation
3 bedroom Split Unit	1500	650	2150	2	3	2.5	Left
2 bedroom	1500	650	2150	2	2	2.5	Right
1 bedroom	1100	150	1250	2	1	2	NA

Save and resume later 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.



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.

The screenshot shows a web interface for uploading documents. On the left, there are fields for Project, Group, Name, Status, Review Status, and Actions. The 'Submit for Review' button is highlighted with a red box and a red arrow. The main area shows a progress bar with three steps: Step 1 - Preparing Your Files, Step 2 - Browse and Select, and Step 3 - Upload and Submittal. Below the progress bar is a table of documents with columns for Name, Discipline, Sheet Type, Description, Revision, and Upload Status. The 'Upload Status' column is highlighted with a red box, and all entries show 'Success'.

	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](http://Osceola.org) [Permit Center User Guides](#). 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.

The screenshot shows an email notification. The subject is 'Master File TMF20-0007 - Approved'. The body of the email says: '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.'

## Applying For a Permit Using the Master File Number

- 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**.

Select a Record Type

Choose one of the following available record types.

Search

- 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 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)

Custom Fields

TYPE OF PERMIT

\* Permit for:

RECORD INFORMATION

Hurricane Related:  Yes  No

\* Construction Value:

Living Area:  Square Ft

Non Living Area:  Square Ft

Nbr Stories:

Construction Type:

Central:

Septic:

Plan submitted digitally:

\* Master File Number:  Master File No.

Email Contractor Notification:

Census Class:

Building Code:

Number of Units:

\* Culvert:  YES  NO

Water/Sewer Provider:

SDP:  YES  NO

SDP Permit#:

Subdivision Name:

Save and resume later

Continue Application »

Select **Continue Application**.

Continue with **Steps 10 and 11**, listed above, under [Adding a Master file](#).



