



Osceola County Building Office
1 Courthouse Square, Suite 1400
Kissimmee, FL 34741
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RESIDENTIAL MASTER FILE RESIDENTIAL POOLS INSTRUCTIONS FOR MASTER FILE APPLICATIONS

PART I - APPLYING FOR MASTER FILING

Submit the following documents:

- Master File Application
- Two sets of signed and sealed plans for review. **Recommended size of plans is 11" x 17"**.
- A signed and sealed letter from Architect or Engineer of record, agreeing to have plans master-filed for a period of one year, stating the name of contractor/company.

Notes:

- Plan Review Time:** It will take at least 3 days before the plan review comments are released or plans are approved.
- Master File Approval:** After the plans have been approved for master filing, the applicant will receive a copy of the approved master file application and one set of approved plans stamped by the Building Office. Applicant will be responsible for making copies of approved master file plans.
- Master File Re-submission:** Every building code cycle (approximately 3 years), applicant shall resubmit new sets of master file drawings designed and certified in compliance with the latest edition of the building code.
- Master File Renewal:** In order to renew an active master file on a yearly basis during a building code cycle, applicant shall submit a letter from architect/engineer of record agreeing to maintain master files for a period of one year prior to the anniversary date of the seal on plans.

PART II - APPLYING FOR BUILDING PERMIT

At the time of permit application, contractor will submit:

- Permit Application
- Proof of Ownership
- Notice of Commencement
- Pool Barrier Affidavit
- Sub-contractors cards with stamps attached (if applicable)
- Site plan (lot plan showing pool layout and setbacks)
- A copy of the stamped and approved master file application.
- Two copies of pool layout for the specific lot
- Two copies of the approved pool master file engineering.

Notes:

- **Permitting Requirements:** Please refer to permitting requirements for swimming pools to obtain additional information to complete the application package.
- **On site Drawings:** Contractor will be responsible for having on site an approved copy of the pool plans including a copy of the approved master file engineering for inspections.

