

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 masterfiled for a period of one year, stating the name of contractor/company. |
| Notes: | into tot a period of one year, oming are name of contractor company. |
| | 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 t | ime 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. |
| > | Permitting Requirements: Please refer to permitting requirements for swimming pools to |

plans including a copy of the approved master file engineering for inspections.

> On site Drawings: Contractor will be responsible for having on site an approved copy of the pool

obtain additional information to complete the application package.

http://share/sites/GM/Intake/Permit%20Documents/Forms/AllItems.aspx

APPLICATION FOR MASTER FILING



Osceola County Building Office 1 Courthouse Square, Suite 1400 Kissimmee, FL 34741 Ph: (407) 742-0200 Fax: (407) 742-0202

MASTER FILE NO.

| | RESIDENT | IAL POOLS | |
|--|-------------------------|--------------------|--------------------|
| COMPANY/CONTI | RACTOR NAME: | | |
| EDITION OF BUIL | DING CODE USED: Florida | Building Code 2007 | |
| CONTRACTOR/BU | JILDER: | | LICENSE NO. |
| ADDRESS: | | | |
| PHONE: | FAX: | FAX: | |
| ARCHITECT OR E | NGINEER OF RECORD/DE | SIGNER: | LICENSE NO. |
| ADDRESS: | | | • |
| PHONE: | FAX: | FAX: | |
| TYPE/PRINT I | NAME OF CONTRACTOR |] | DATE |
| SIGNATURE OF CONTRACTOR DATE SUBMIT A COPY OF APPROVED MASTER FILE APPLICATION WITH EVERY PERMIT APPLICATION WITH PERMIT PERMIT APPLICATION WITH PERMIT PE | | | |
| | | | |
| | MASTER | | BUILDING |
| | FILE APPROVAL | | PERMIT APPROVAL |
| DATE | ON SEALED PLANS: | BUILDING DE | PARTMENT APPROVAL |