



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

## **TOWNHOUSES MASTER FILE (TMF) RESIDENTIAL TOWNHOUSES INSTRUCTIONS FOR MASTER FILE APPLICATIONS**

(Residential Townhouses are exclusively classified as commercial permits for the purpose of creating specific inspections. These buildings are reviewed following the Florida Building Code 2007 – Residential. Also, residential permitting fees are applied).

### **PART I - APPLYING FOR MASTER FILING**

Submit the following documents:

- Master File Application
- Plan Review Fee - A plan review fee is due at the time of application. Residential Master Filing of Plans will be charged at a rate of \$8.00 per page submitted with a maximum fee of \$80.00. Any subsequent permits submitted under the approved master file will not be charged a plan review fee. Revisions to master file plans will be charged at a rate of \$16.00 per page submitted. The initial review fee includes one submittal of revisions to address initial plan review comments. All subsequent revisions and all those submitted after permit issuance will be charged at the same rate.
- Two sets of signed and sealed plans for review. **Recommended size of plans is 24" x 36", maximum size is 30" x 42." As an option PDF files on CD format with electronic signature are accepted.**
- Two copies of site plans showing location of buildings and fire separation distance.
- Two sets of energy calculations Form 600A, signed by preparer and owner/agent.
- Two sets of signed and sealed engineered truss plans stapled to each set of plans submitted. **Truss and roof framing plans shall be reviewed, stamped and approved by the engineer/architect of record prior to submission for permitting.**
- 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 owner/builder/developer and the house plan model name or number.
- Two sets of product approvals with manufacturer=s specifications for roofing materials. One set attached to each set of plans submitted. This may include different options of materials that may be used.
- Two sets of products approval with manufacturer=s specifications for doors, windows and skylights. One set attached to each set of plans submitted.

#### **Notes:**

- < **Plan Review Time:** It will take at least two weeks before the plans review comments are released.
- < **Site Plans:** Must clearly indicate the **fire separation distance** from buildings to property lines

or assumed property lines, and the distance between adjacent buildings. This distance shall be provided, rather than scaled. It is required to have an **approved site plan** (duly stamped and signed by engineering and zoning departments) submitted to the building department before the building master file is approved or building permits are issued.

- < **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 Department. Applicant will be responsible for making copies of approved master file plans.
- < **Master File Revisions:** After the plan review process is completed, plan review comments will be available to the applicant. Applicant will address review comments and submit revisions as needed. It is required to fill out a transmittal form to submit revisions which is available at the permitting counter or may be downloaded from our website.
- < **Master File Re-submission:** Every building code cycle (approximately 3 years), applicant shall re-submit 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.

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## **PART II - APPLYING FOR BUILDING PERMIT (After Master File Approval)**

At the time of permit application, Contractor/Builder will submit:

- Permit application (one application per unit)
- Proof of ownership
- Address notification form
- Notice of commencement
- Utility affidavit
- One copies of the approved site plans (lot plans showing set backs)
- A copy of the stamped and approved master file application
- A copy of the top sheet of the energy calculation FORM 600A with permit specific information.
- Two copies of specific changes to the master plan, if applicable. This may include changes on any product approval, roof framing plan and letters indicating an alternate termite protection system to be used.

### **Notes:**

- < Contractor will be responsible for having an approved copy of the building and site plans on the job site available for the Inspector.

**APPLICATION FOR MASTER FILING**



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<b>TMF</b> _____ Master File Number
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<b>PART I</b>		<b>RESIDENTIAL TOWNHOUSES</b>					
<b>COMPANY/BUILDER/APPLICANT NAME:</b>							
<b>EDITION OF BUILDING CODE USED:</b>							
<b>CONTRACTOR/BUILDER:</b>						<b>LICENSE NO.</b>	
<b>ADDRESS:</b>							
<b>PHONE:</b>			<b>FAX:</b>			<b>E-MAIL:</b>	
<b>ARCHITECT OR ENGINEER OF RECORD/DESIGNER:</b>						<b>LICENSE NO.</b>	
<b>ADDRESS:</b>							
<b>PHONE:</b>			<b>FAX:</b>			<b>E-MAIL:</b>	
<b>BUILDING NUMBER OR TYPE :</b>				<b>NO. OF PAGES:</b>		<b>CONSTRUCTION TYPE:</b>	
<b>TOTAL NO. OF UNITS:</b>			<b>NO. OF STORIES IN BUILDING:</b>			<input type="checkbox"/> <b>SPRINKLERED</b>	
<b>UNIT TYPE NAME</b>	<b>NO. OF UNITS (EA)</b>	<b>LIVING AREA (SF)</b>	<b>NON LIVING AREA (SF)</b>	<b>TOTAL AREA(SF) (per unit)</b>	<b>NO. OF STORIES (per unit)</b>	<b>NO. OF BEDROOMS (per unit)</b>	<b>NO. OF BATHROOMS (per unit)</b>
<b>TOTALS</b>						<b>DATE ON SEALED PLANS:</b>	

\_\_\_\_\_  
 TYPE/PRINT NAME OF BUILDER/DEVELOPER/APPLICANT DATE

\_\_\_\_\_  
 SIGNATURE OF BUILDER/DEVELOPER/APPLICANT DATE

**SUBMIT A COPY OF APPROVED MASTER FILE APPLICATION WITH EVERY PERMIT APPLICATION**

Master File Approval	Building Permit Approval
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