



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

RESIDENTIAL MASTER FILE (RMF) SINGLE FAMILY RESIDENCES INSTRUCTIONS FOR MASTER FILE APPLICATIONS

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 set 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 11" x 17" for single family residences. Maximum size is 30" x 42". As an option PDF files on CD format with electronic signature are accepted.**
- Two sets of energy calculations Form 600A.
- Two sets of signed and sealed engineered truss plans. One set attached 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:

- < **If your master file plans has options**, it shall include a matrix format table showing the living/non-living and total area of the base model and the description of those areas included as options showing living/non-living and total area including options. **It is recommended to show this information on cover sheet, index sheet or code summary sheet.**
- < **Plan Review Time:** It will take at least two weeks before the plans review comments are released.
- < **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.

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

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

- Permit application
- Proof of ownership
- Address notification form
- Notice of commencement
- Utility affidavit
- Subcontractors cards with stamps and current subcontractor address.
- Four copies of the site plans (lot plans showing set backs)
- A copy of the stamped and approved master file application (including Part II B. completed, if applicable)
- A copy of the top sheet of the energy calculation FORM 600A with permit specific information.
- Two reduced copies of approved roof plan.
- Two reduced copies of approved floor plan and elevations indicating living area, non living area and total. **If your master file includes options**, it shall include a matrix format showing those options.
- 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 plans including the lot specific reduced plan on the job site available for the Inspector.

APPLICATION FOR MASTER FILING



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MASTER FILE NO. <big>RMF</big>

PART I		RESIDENTIAL		SINGLE FAMILY RESIDENCES
COMPANY/BUILDER/APPLICANT NAME:				
EDITION OF BUILDING CODE USED:				
CONTRACTOR/BUILDER:			LICENSE NO.	
ADDRESS:				
PHONE:		FAX:		E-MAIL:
ARCHITECT OR ENGINEER OF RECORD/DESIGNER:			LICENSE NO.	
ADDRESS:				
PHONE:		FAX:		E-MAIL:
MODEL NUMBER OR NAME :			NUMBER OF PAGES:	
<input type="checkbox"/> GARAGE LEFT		<input type="checkbox"/> GARAGE RIGHT		
NO. OF BEDROOMS:	NO. OF BATHS:	NO. OF STORIES:	CONSTRUCTION TYPE:	
LIVING AREA (SF):	NON LIVING AREA (SF):		TOTAL AREA (SF):	
<input type="checkbox"/> CHECK IF MASTER FILE PLANS HAVE OPTIONS TO THE BASE MODEL INCREASING LIVING AREA, NON LIVING AREA, TOTAL AREA, NO. OF BEDROOMS, NO. OF BATHROOMS, NO. OF STORIES. IT IS REQUIRED TO FILL OUT PART II OF THIS APPLICATION.				

 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

DATE ON SEALED PLANS:	BUILDING DEPARTMENT APPROVAL

PART II (YOU MUST FILL THIS PART IF YOUR MASTER FILE PLAN HAS OPTIONS)

Base Model Name:

No. Of Bedrooms:

No. Of Baths:

No. Of Stories:

A. Check this column when applying for master filing			B. Check this column with permit application			
T	Description	Living Area (SF)	Non Living Area (SF)	T	Living Area (SF)	Non Living Area (SF)
	Base Model					
	Options to Base Model					
	Bedroom # 4					
	Bedroom # 5					
	Bedroom # 6					
	Bonus Room on 1 st floor					
	Bonus Room on 2 nd floor					
	Bonus Room on 3 rd floor					
	Bathroom # 3					
	Bathroom # 4					
	Bathroom # 5					
	Foyer					
	Loft					
	Den					
	Office/Library					
	Nook					
	Family Room/Great Room					
	Covered Porch/Lanai					
	Storage					
	Attached Car Garage					
	Others					
Elevation (circle one): A B C Other ____				Elevation (circle one): A B C Other ____		

COMPLETE THIS SECTION AT THE TIME OF APPLYING FOR BUILDING PERMIT

Revised building data for master plan including options

Totals

No. Of Bedrooms:

No. Of Baths:

No. Of Stories: