



City of Tarpon Springs, Florida

BUILDING DEVELOPMENT DEPARTMENT
324 EAST PINE STREET
TARPON SPRINGS, FLORIDA 34688-5004
(727) 942-5604
FAX (727) 943-4651

RESIDENTIAL MASTER FILE

INSTRUCTIONS FOR MASTER FILE APPLICATION (Florida Statute 553.794)

PART I- APPLYING FOR MASTER FILING- F.S. 553.794(3)

To obtain a master building permit, a builder must submit the following information to the local building department:

- A completed master building permit application.
- (1) set of signed and sealed plans for review. ***Recommended size of plans is a minimum***

11" X 17" (Other documents 8 ½" X 11").

- A general construction plan:
 - (a) Legible plans must be submitted in paper format, and be a minimum of 11 inches by 17 inches.
 - (b) Shall include left-hand and right-hand building orientations, including floor plans.
 - (c) Shall include a model design which may include up to four alternate exterior elevations, each containing the same living space footprint. The model design:
 - 1. May not contain more than three alternate garage layouts, with each garage layout limited to accommodating no more than three cars.
 - 2. Must include a foundation plan.
 - 3. Must contain a truss layout sheet for each exterior elevation that is compatible with the roof plan.
 - (d) Must show typical wall sections from the foundation to the roof.
 - 1. Must contain a complete set of applicable electrical, plumbing, fuel gas, and mechanical plans.
 - 2. Must contain window, door, and glazed opening impact protection device schedules, if applicable.
 - (e) Must meet any other requirements of the local building department.
- All general construction plan pages, documents, and drawings, signed and sealed by the design professional of record, along with a written acknowledgment from the design professional that the plan pages, documents, and drawings contained within the master building permit application will be used for future site-specific building permit applications. The design professional of record must be a licensed engineer or architect.
- Truss specifications, signed and sealed by the truss design engineer. The design professional of record must stamp and sign the truss layout sheet as reviewed and approved for each model design.
- Energy performance calculations for all building orientations. The calculations must consider worst-case scenarios for the relevant climate zone and must include component and cladding product approvals for all windows, pedestrian doors, garage doors, glazed opening impact protection devices, truss anchors, roof underlayment's, and roof coverings. The design professional of record must stamp and sign all product approvals as reviewed and approved for use with each model design.



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PART II- REVISIONS TO MASTER BUILDING PERMIT- F.S. 553.794(6)

Once a master building permit has been approved, a local building department:

- (a) May not allow structural revisions to the master building.
- (b) May allow limited nonstructural revisions to the master building so long as any revised floor plan is submitted to and approved by the local building department.
- (c) May accept limited field revisions, as determined by the local building department.

Notes:

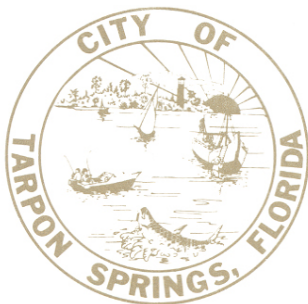
- **Master File Approval:** After the plans have been approved for master filing, the applicant will receive a copy of the approved master file application and one set of approved plans stamped by Tarpon Springs Building Department. Applicant will be responsible for making copies of approved master file 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.
- **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 Florida Building Code.
- **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 \$10.00 per page submitted with a maximum fee of \$100.00. Any subsequent permits submitted under the approved master file will receive a \$100.00 discount off of the normal plan review fee. Revisions to master file plans will be charged at a rate of \$10.00 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.

PART III- SITE-SPECIFIC BUILDING PERMIT APPLICATIONS- F.S. 553.794(7)

Once a master building permit is approved, the builder is only required to submit the following information for each site-specific building permit application for a single-family or two-family dwelling or townhome:

- A completed site-specific building permit application that includes the master building permit number and identifies the model design to be built, including elevation and garage style.
- Two signed and sealed copies of the lot or parcel survey or site plan, as applicable. The survey or site plan must indicate the Federal Emergency Management Agency flood zone, base flood elevation, and minimum finished floor elevation and must conform to local zoning regulations. Lot or parcel drainage indicators must be shown along with site elevations.
- An affidavit by the licensed engineer of record affirming that the master building permit is a true and correct copy of the master building permit on file with the local building department. The affidavit must reference the master building permit number. The licensed engineer of record must affirm that the master building permit will conform to soil conditions on the specific site.
- Complete mechanical drawings of the model design, including HVAC heating and cooling load calculations and equipment specifications.
- Specific information that was not included in the master building permit application addressing the HVAC system design, including duct design and heating and cooling load calculations.

Contractor will be responsible for having an approved copy of the plans including the lot specific plan on the job site for the inspector.



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RESIDENTIAL MASTER FILE PERMIT APPLICATION

Contractor (Company Name):		Phone: ()	
Company Address:	City:	State:	Zip:
Email Address:			
License Holder:	State (DBPR) License #:	County (PCCLB) License #:	
Model Design, Name or Number:			
Building Square Footage			
Heated/Cooled:	Garage(s)	Entry:	Lanai:
Total Sq. Ft. Under Roof:	Height:	Number of Stories:	
Master File Request			
<input type="checkbox"/> City Wide <input type="checkbox"/> Subdivision Specific		Subdivision Name:	

CONTRACTOR'S AFFIDAVIT

I CERTIFY ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK
WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING
CONSTRUCTION AND ZONING.

Contractor Name (Printed):

Contractor Signature:

Date:

Sworn to and subscribed before me by _____
this _____ day of _____, 20 _____.

☐ Personally known to me, or
☐ Produced identification: _____

Notary's Signature _____

NOTARY STAMP:



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SITE-SPECIFIC MASTER BUILDING PERMIT FORM & AFFIDAVIT

F.S.553.794(7)(a-e)

<input type="checkbox"/> SINGLE-FAMILY DWELLING	<input type="checkbox"/> TWO-FAMILY DWELLING	<input type="checkbox"/> TOWNHOME
Project Address:		
Master File Number:		
Model Design:		
FEMA Flood Zone:		
Base Flood Elevation: <input type="checkbox"/> FIRM _____ Feet <input type="checkbox"/> _____ Feet AMSL (1988 NAVD) <input type="checkbox"/> Other _____		
Per FBC-R322.2.1, one (1) foot freeboard must be added to Base Flood Elevation		
Garage Style: <input type="checkbox"/> Garage Left <input type="checkbox"/> Garage Right <input type="checkbox"/> Courtyard/Side Entry		
Exterior Elevation: <input type="checkbox"/> A/1 <input type="checkbox"/> B/2 <input type="checkbox"/> C/3 <input type="checkbox"/> D/4		
<p>I affirm that the master building permit is a true and correct copy of the master building permit on file with the local building department and may be used for construction of the new project indicated above. I affirm that the master building permit meets all applicable and current building codes and will conform to soil conditions on the specific site.</p> <p><i>(Architect/Engineer of Record sign and seal below)</i></p>		
Print Name of Engineer/Architect of Record:		License #:
Signature of Engineer/Architect of Record:		
		<i>(Engineer/Architect Seal)</i>