











Building & Fire Inspection Division





Master File Permit Application Submittal Check List**

** For Existing Master Files

-  Completed Signed Application
-  Subcontractor Cards (completely filled out with postage)
-  Dino form signed
-  Power of attorney properly filled out, Signed and notarized
-  Septic permit (If Applicable)
-  Legal printout (PER ADDRESS)
-  Utility Letter if water NOT supplied by Seminole County
-  Two (2) copies of the **Site Plan** showing entire building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, overall house dimensions, (attach on site plan to the front of each set of Construction Drawings.)

-  A deposit is required:

Job Estimate Amount			Deposit
\$0.00	Up to	\$100,000	\$100
\$100,001	Up to	\$200,000	\$200
\$200,001	Up to	And up	\$300

-  Recorded Notice Of Commencement per address (if valuation of work is greater than \$2,500.00)
-  Energy calculations. (REQUIRED for SFR's ONLY)
-  Master File number written on **ALL** papers
-  Master File stamp on all papers in top right corner