

Master Building / Engineering Permit

The Seminole County Building Division offers a Master Building Permit/Engineering program that can be utilized by contractors, designers and developers to assist with permitting for standard construction of identical single-family, two-family or townhomes projects. The County has also expanded this permitting program to encompass identical work elements that would be applied to numerous structures or locals. The intent is to provide a path for our customers to submit a standardized permit package that will be utilized across the county to construction, repair or install an identical structure or element. Below is the required process, as reference in F.S. 553.794, along with County specific allowances and steps on how to submit and gain approval.

Master Building/Engineering Application Submission: To obtain a master building permit, a builder must submit the information:

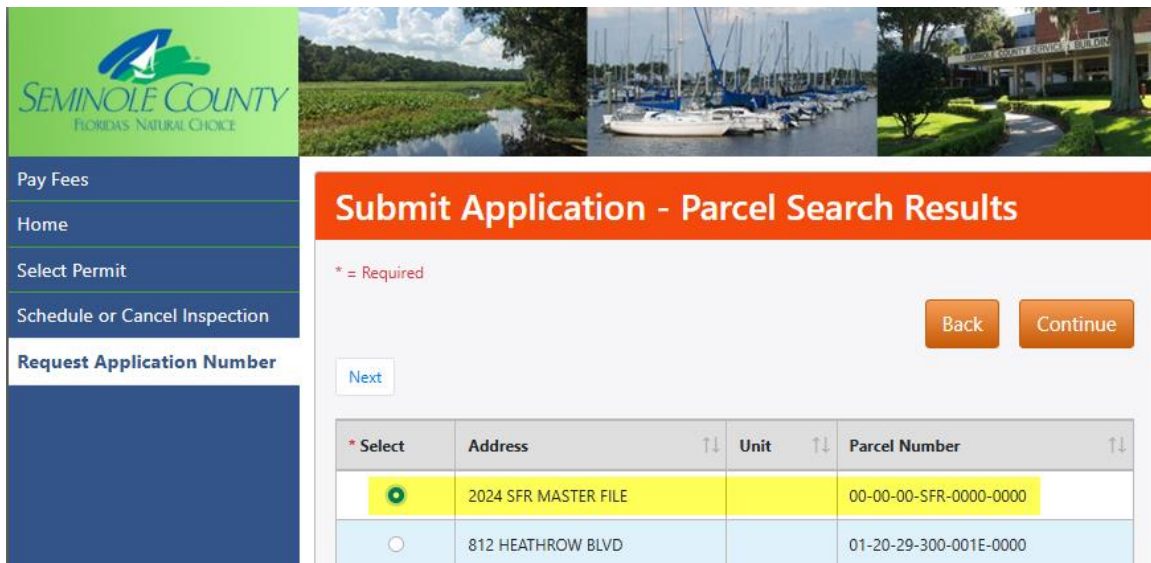
- A completed Master Building/Engineering permit application.
- A complete set of construction plans as outlined below under General Construction Plans.
- All general construction plan pages, documents, and drawings, including structural calculations, signed and sealed by the design professional of record, along with a written acknowledgment from the design professional that the plan pages, documents and drawings contained within the master building permit application package will be used for future site-specific building permit application. 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 openings impact protection devices, truss anchors, roof underlayment, 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.
- NOTE: Each project type may not include all above stated elements. Only elements directly related to your Master Building/Engineering design are required.

General Construction Plans: At minimum, the following information must be part of the general construction plans submitted as part of the Master Building/Engineering permit application:

- Shall include left-hand, and right-hand building/structure orientations, including floor plans.
- Shall include a model design which may include up to four alternative exterior elevations, each containing the same living space footprint. The model design:
 - o May not contain more than three alternative garage layouts, with each garage layout limited to accommodating no more than three cars.
 - o Must include a foundation plan
 - o Must show floor to mean roof height
 - o Must show all roof overhangs

- Must contain a truss layout sheet for each exterior elevation that is compatible with the roof plan.
- Floor plan must show full perimeter layout for each of the four alternative designs, including but not limited to porches, balconies, overhangs, etc.
- Must show typical wall sections from the foundation to the roof.
- Must contain a complete set of applicable electrical, plumbing, fuel gas, and mechanical plans.
- Must contain window, door tempered (safety glazing) locations and glazed opening impact protection device schedules as applicable.
- Must contain location of all egress, and emergency egress locations.

To begin the process, please access **Seminole County Online Building Permits** page: <https://semc-egov.asp.gov/Click2GovBP/index.html> and select the **Request Application Number** from the left column options. When the Submit Application – Parcel Search window opens, please use either the Address search method and input **2024 SFR MASTER FILE** or by Parcel search inputting **00-00-00-SFR-0000-0000** (make sure the SFR is capitalized) a new screen will open and where you select the assigned generic address: **2024 SFR MASTER PLAN**:



Continue filling out the online application process by selecting the **Continue button** at the top or bottom of the screen. Once completed, write down the assigned application number and watch your emails for an invite to upload the required documents into ePlan for your project.

Approval Process:

- Once the full permit package has been received, it will go through full review. Any comments, code compliancy matters, or noted issues must be resolved.
- Any required changes to the plans, submitted documents must be resubmitted, as a response to comments.
- Once fully approved, a Master Building/Engineering permit number will be issued to the package, and release back to the applicant.
- Approval of the Master Building/Engineering permit number, and associated documents will remain valid until a new Florida Building Code as been adopted by the State, and County.
- Upon adoption of a new Florida Building Code, a new Master Building/Engineering permit package will need to be submitted for approval and use.

Revisions: After issuance of any “site-specific” permit associated with a Master Building/Engineering permit, the follow rules will apply to any Revisions.

- Revisions will be limited to non-structural only.
- No structural revisions will be allowed under this process.
- Revision must be submitted to the Building Division for approval. No applicable inspections may be schedule prior to approval, and release of such revisions.

Site Specific Permit Applications: The following information is required for the “site specific” permit application.

- A completed permit application. Application must reference the applicable Master Building/Engineering permit number issued for your design.
- Application must also reference the model design to be built, including elevation type and garage style.
- Signed/sealed lot survey or site plan, that includes all outlined requirements in our Survey Requirements Informational Package (see website for this Informational Package).
- An affidavit from the licensed engineer of record affirming that this permit package/plan set is a true and correct copy of the Master Building/Engineering permit plan set on file. Affidavit must reference the Master Building/Engineering permit number, and that the design will conform to soil conditions on the specific site.
- Complete set of mechanical drawings of the model design, including HVAC heating and cooling load calculations and equipment specifications/AHRI form.
- Specific details/design for the applicable duct system.

Frequently Asked Questions:

- **What application type to I use when submitting for a Master Building/Engineering permit number?**
 - o You will utilize the permit type applicable to your master design. For example, if you master design is for a single-family home/SFR, you will utilize our Single-Family Home permit type. Further examples: Pool for a Pool, Townhome for a Townhome, etc.
 - o Under the “description of work” you will need to declare Master Building/Engineering permit application.

- **Can I use this process if I am not necessarily building a single-family, two-family or townhome?**
 - o Yes, but there are limitations.
 - o The Master Building/Engineering permit process is for specific designs/project types that will be repetitively built or developed. It is not for every project type.
 - o For example, if you plan on installing the exact same sign in numerous locations through the County, this could be a beneficial process for you. Keep in mind, the sign design, layout, size, and engineering must be identical for every location you wish to install said sign.
 - o Another example, if you have the same repair/renovation design being applied to identical structure/building types, this process could work for you.

- **When does my Master Building/Engineering permit expire?**
 - o Your “master” permit number, and associated design will, at minimum expire upon adoption of a new Florida Building Code cycle.
 - o There may be a more specific time frame outlined by your engineer, such as “one year”. If this is noted on the plan(s) submitted, that will be the expiration for that “master” permit number.

- **How do I know this process will work for my projects?**
 - o If you are unsure whether your project type(s) will fall under this allowance, please reach out to BPCustomerService@SeminoleCountyFL.Gov and provide details about your project type, including any plans or preliminary plans you may have. We will follow up with you on whether this process would be appropriate for your type(s).

- **How much does the Master Building/Engineering permit cost?**
 - o There is a flat fee of \$50 that must be paid at time of submission (\$30 for Building Division review and \$20 for Zoning review)

Concurrent Land Development Code Review for Master Building/Engineering Permit

What is it?

The Seminole County Planning Division is performing concurrent zoning review of Master Building Permit/Engineering program that can be utilized by contractors, designers and developers to assist with permitting for standard construction of identical single-family, two-family or townhomes projects. During the zoning review, the follow master permit will be reviewed for Land Development Code compliance.

- **The most frequent issues that trigger comments requiring corrections are the following:**
 - o PLEASE PROVIDE BUILDING HEIGHT ON ELEVATION DRAWINGS FROM FINISHED FLOOR ELEVATION (FFE) TO MEDIAN ROOF HEIGHT. Building Height: The vertical distance from the grade to the highest point of a flat roof or a mansard roof, or to the mean

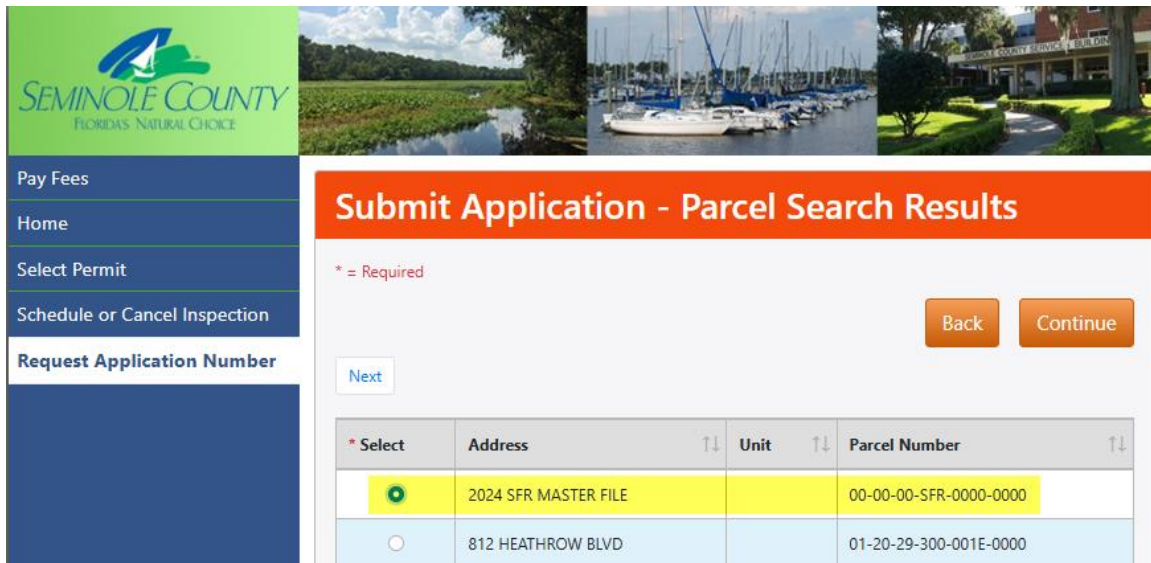
DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION



height level between eaves and ridge for gable, hip, and gambrel roofs. Maximum building height is 35 feet. To ensure the fastest review on master permits and subsequent permits utilizing master permits, please ensure a grading plan is being provide on the plot/site plan or survey which also provides FFE.

- Please provide the roof overhangs for the proposed structure. Roof overhangs may not exceed 18 inches per LDCSC without impacting setbacks. Overhangs must be depicted on elevation drawings for all sides of structure, especially if the proposed structure has multiple proposed lengths of overhangs. All documentation provided must match such as: all plan sheets including, but not limited to architectural or engineered plans, energy plans, and truss plans, unless otherwise approved.
- This list is not exhaustive and may be updated.

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