



MASTERING PRODUCT APPROVAL AND/OR NOA BOOK

Effective Date: August 1, 2012

Revised: January 29, 2013

PURPOSE – To reduce the number of documents submitted for permitting.

REFERENCE – Florida Building Code 2010, sections 1609, 1714 and the Florida Administrative Code section 61G20-3.001.

POLICY – Submit one copy of the NOA or Product Approval for each product including cover sheet and installation instructions. In order to approve the master file, a **master schedule list**, including the following information for each product listed in the master shall be provided:

- Florida Product Approval Number or NOA Number
- Name of the product
- Design pressures for the specific product
- Impact resistant – Yes/No
- Expiration date/ Quality assurance date
- Model Number of the product to be used

For products that have multiple models, you must select one of the models to be mastered.

When applying for a site specific building permit you must include:

- A copy of the master approved letter.
- A copy of the **master schedule list** highlighting the products being used for the specific site.
- Once you have applied for the master, you must email a PDF of the master file including the permit number to GMDBuildingDepartment@colliergov.net; the master book will not be issued without this PDF file.

A copy of the master file shall be available onsite for the inspector.

The master file will expire if there is a building code update or by the expiration date/ quality assurance date of any of the products, whichever arrives first.