

APPLICATION REQUIREMENTS - MASTER Multi-Family

PRMB

New Construction

A separate master is required for each Model, Elevation (up to 4 different elevations), impact or non-impact, and option configuration. If the floor plan can be flipped, i.e. garage right, garage left, please make sure plans show both.

- Examples:
 - Master A, Elevations 1,2, Impact, Bait System
 - Master A, Elevations 1,2, Non-Impact, Bait System
 - Master B, Elevations 1,2,3,4 Impact, Soil Treatment

Masters are identical and must not allow the changing of any square footage or inspections. The structure should be designed to meet county-wide wind speeds or be specific to a neighborhood.

Product approvals are included in the master and are grandfathered in if they expire. If the Product Approval or Miami-Dade NOA number changes, a revision is required to the site specific permit or a new master can be applied for.

General Requirements

All submittal requirements must have documents completed and submitted for review.

- **Application Form**: Building Permit Application
- **Architectural Plans**: Architectural plans reflecting the scope of work, signed and sealed, if applicable.
- **Structural Plans**: Structural plans reflecting the scope of work, signed and sealed, if applicable.
- **Electrical Plans**: Electrical plans reflecting the scope of work, signed and sealed, if applicable,
- **Mechanical Plans**: Mechanical plans reflecting the scope of work, signed and sealed, if applicable.
- **Plumbing Plans**: Plumbing plans reflecting the scope of work, signed and sealed, if applicable.
- **Fire Plans**: Fire plans reflecting the scope of work, signed and sealed, if applicable.
- **Fire Alarm Engineering**: Fire plans reflecting the scope of work, signed and sealed, if applicable.
- **Fire Sprinkler Engineering**: Fire plans reflecting the scope of work, signed and sealed, if applicable.
- **AC Energy and Load Calculations**: Energy and Load calculations: for all building orientations & must consider the worst-case scenarios.
- **Specialty Engineering / Specification Sheets**: Truss Layout and design loads by the manufacturer.
- **Index Sheet**: List of Florida Product Approvals or Miami-Dade NOA numbers for all windows, doors, shutters, roofing materials, underlayment, roof vents, etc.
 - Filled out with all products used including decimal, for example: FL 15729.4
 - Copies of Product Approvals and Miami-Dade NOAs not required.
 - The design professional of record must stamp and sign the index sheet.

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Submitting for Site-Specific permits (PRFH)

1. Locate the APPROVED Master Permit under “My Items” on the GMD Public Portal.
2. Under Conditions, locate the open Master Clone Request condition.
3. Upload a request including the master permit number and the site-specific address. This should be on company letter head, signed by the qualifier or authorized agent.
4. An incomplete letter will be sent to the applicant, notifying them to upload the site-specific documents.

Site-Specific Documents:

- Application Form: with Master building permit number including Model and Elevation chosen
- Site-Specific Engineer letter*
- Master Permit Approval Letter
- Site Planning Document: A certified site plan
- Construction Plans: Any site-specific plans or an options letter, including: Elevation chosen, unit options, etc and a termite bait contract, if applicable.
- Stormwater plan, if applicable

*The site-specific engineer letter is 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.