

APPLICATION REQUIREMENTS – Master Building**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. Revisions to the master are not accepted.

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.

Submittal Requirements

The submittal items below must have documents submitted for review as required by the scope of work.

If applicable, plans must be signed and sealed.

1&2 Family Only

- **Construction Plans**

Multi-Family Only (requires pre-approval to submit)

- | | |
|------------------------------|-------------------------------------|
| • Architectural Plans | • Plumbing Plans |
| • Structural Plans | • Fire Plans |
| • Electrical Plans | • Fire Alarm Engineering |
| • Mechanical Plans | • Fire Sprinkler Engineering |

All Master Permits

- **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

Collier County

Submitting for Site-Specific Permits (PRFH or PRMFH)

1. Locate the **APPROVED** Master Permit under “My Items” on the GMCD 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 that include:
 - **Site-Specific Engineer Letter***
 - **Master Permit Approval Letter** - indicating options chosen.
 - **Site Planning Document:** A certified site plan
 - **Construction Plans:** Any site-specific plans or an options letter, including the chosen Elevation, 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.

Information Required for Online Portal Application

Application Type

Choose the application type: **Master Building**

Please categorize the nature of the work being done: *New Construction*

Please describe the work being done: *(enter scope of work)*

Building Use: *1-2 Family, Multi-Family*

Number of Stories:

Number of Bathrooms:

Number of Bedrooms:

Are you applying as a Design Professional?

Are you applying as a State Park, Habitat for Humanity, or Chickee Builder contact?

Permit Type

Master Building

Work Items

Declared Construction Cost for this scope of work:

Residential Living Area: *(includes multi-family)*

Residential Non-Living Area: *(includes multi-family)*

Work Items (select as applicable): *1-2 Family Home, New or MultiFamily Home, New*

Contacts

Select Primary Contractor: *(only active contractors will show)*

Select Qualifier:

Select any subcontractors needed *(electrical, plumbing, mechanical, roof, septic)*

****Please ensure to generate your permit application summary page once you have successfully submitted your application for your records.****

Helpful Guides

- [Register on the portal](#)
- [Adding an address to a permit: Address Picker](#)
- [Adding a Contractor and Qualifier to Contacts](#)
- [Applying for a Building Application](#)