



***OPERATING PROCEDURE FOR THE MASTERING OF PROJECT PLANS***

A **PROJECT PLAN**, after being reviewed for code compliance, can be used for the mastering of plans for repetitive model types. Following the standardized procedure below will provide enough documentation to meet the Department's record retention obligations, while reducing the number of documents that the Developer is required to submit. This will, in turn, reduce the plan review time.

**Project Plans**

1. For each model type, submit **THREE COMPLETE PLAN SETS** for review. They should be signed and sealed, and should include the following information:
  - a) All truss layouts & diagrams, electrical, mechanical, plumbing and connector details. Product approvals and manufacturer installation information for roofing, garage door, entry doors, windows, and detail all fastenings. All components must comply with the Florida Building Code for wind and impact loading.
  - b) Plans must include Florida Energy sheets (worst case scenario).
  - c) Indicate compliance with the Florida Accessibility Code / Fair Housing Act as may be required.
  - d) The Department will assign a PROJECT PERMIT NUMBER. (See "Official Definitions" memo.)
2. **Approval.** Upon completion of review and approval of the preliminary plans:
  - a) The review stamps will be applied to all three sets of plans.
  - b) One set of plans will be given to the Records Retention Section.
  - c) One set of the approved PROJECT Plan with the embossed seal and with the date and signature of the designer affixed will be retained in the City project file. (See Item 4 below.)
  - d) One set of stamped plans will be returned to the developer.
  - e) All Project plans are subject to future code revisions. (Re-processing is required.)

**Permit Application**

3. Submit a completed application and two **permit sets** (abridged sets) of signed and sealed plans for permitting (see below). One set will be filed and one set is for construction. The **permit sets** shall include the floor plan, front elevation, survey, site plan, drainage plan, landscaping plan, soil test and energy calculations. All plans must have original seals, signatures and dates affixed by the designer(s) of record.
4. Application will be forwarded to Zoning for approval and then reviewed for conformity against the file set of project plans. If found to be unamended, the permit will be issued.
5. **NO CHANGES WILL BE ALLOWED TO A PROJECT PLAN IF ANY PERMITS HAVE ALREADY BEEN ISSUED ON THE BASIS OF THE PROJECT PLAN.** If permits have been issued a separate (new) Project Plan application (see Item 1 above) would be necessary in order to revise the plans.
6. Any deviations from the above will result in the removal of the plan from its Project status.
7. Revisions to the plans for individual permit applications can be submitted for review.