



*Building & Fire Prevention Division
MASTER FILE GUIDELINES
SINGLE FAMILY RESIDENCES / TOWNHOUSES*

**** A Pre-Construction Meeting is required with the Plans Examiner prior to applying for or submitting Master File Plans. ****

Master File Plan Requirements

- Plans are required to be site specific for each home or townhouse.
- Options, such as for different elevations, roofing material, room configurations, bonus room, lanai sizes, garage left/garage right, exterior doors or windows and sizes, etc. are not permitted on master filed plans
- Small and minor cosmetic options will be permitted that do not change the footprint or the “look” of the house, such as lighting options, cabinet options, flooring options, etc.
- Revisions to master filed plans will affect every future permit submitted under that master filed plan and may result in a brand new master file submittal, at the discretion of the Building Official.

Initial Submittal Requirements

- Building Permit Application completed, signed and notarized.
- Two (2) sets of signed and sealed building construction plans. For a townhouse, two (2) sets for the entire townhome building. See City of Sanford Residential Permit Checklist for specific requirements for the plans.
- Written permission from the Architect/Engineer to master file plans.
- Two (2) sets signed and sealed floor and truss engineering. For a townhouse, two (2) sets for the entire townhome building.
- Two (2) copies of the Product Approval Specification Form.
- Two (2) copies of the manufacturer’s installation instructions for the following products: windows, doors, roofing materials, roof vents, engineered lumber products, glass blocks, soffit materials and siding.
- Two (2) sets of completed and signed energy calculations or each unit.

Once this package has been reviewed and approved, one (1) stamped set of all construction documents will be returned to the applicant to make copies for future permit application submittals. If there is a code change prior to submitting the future permit application, updated master files designed to meet the new code will be required.