

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUG WISE
BUILDING DIVISION DIRECTOR
PREPARED BY: BUILDING DIVISION
SUBJECT: MASTER PLANS AND PERMITTING FROM APPROVED
MASTER PLANS
PPM #: PB-O-099

ISSUE DATE
April 24, 2012

EFFECTIVE DATE
April 20, 2021

PURPOSE:

Master Plan permitting may be used to facilitate building permit processing of standardized improvements proposed for repetitive use in Unincorporated Palm Beach County. The Master Plan program is not applicable to custom improvements.

UPDATES:

Future updates to this PPM are the responsibility of the Director of the Building Division, Deputy Building Official, Assistant Deputy Building Official, or Codes Product & Training Supervisor, under the authority of the Director of the Building Division.

AUTHORITY:

Section 105 - Palm Beach County Amendments to the Florida Building Code Chapter 1 Administration, as amended.

DEFINITIONS:

Master Plan (parent plan) – a complete set of construction documents (excluding site plans) complying with the Building Division Permit Center Submittal Policy, which upon approval, is issued a Master Plan “Control Number.” This will serve as the base-plan from which subsequent permits are issued for all identical improvements.

Child of a Master Plan – an application for permitting of a previously approved Master Plan on a specific site that is consistent with all prior approvals.

POLICY:

To facilitate the permitting of improvements which qualify under the purpose and intent of this policy, Building Division staff will review applications to “Master” any improvement to be standardized by the applicant, for reuse on various sites, sized and appropriately zoned for the design. All subsequent applications submitted under an approved Master number must be in accordance with the approved Master Plan, with approved standard options indicated as applies, to the proposed improvement. Site details shall be provided for each site where a Child of a Master Plan is to be sited.

PROCEDURE:

Construction documents proposed for a Master Plan Number shall comply with the Division’s current Permit Center Application Matrix and Checklist for the specific application type.

- A. The initial Master Plan approval request (submittal) shall contain the following:
- A complete set of construction documents conforming to the Building Division Permit Application Submittal Checklist, excluding site specific, and drainage details, except for zero lot line orientation.
 - Energy Code Calculations for the Master Plan using worst case orientation.
 - All alternatives and all standard options must be shown on the detailed Master drawings.
 - All options must be within the same footprint.
 - All options must reflect the same gross and net area.
 - Left and right orientations must be filed and approved as separate Masters.
 - Zero lot line side must be reflected on the floor plan.
 - All Structural plans shall contain worst case Windload Design Criteria for the intended location.
 - Peer review or prescriptive model documentation shall be included for Aluminum Improvements.
 - After review, corrections must be made to original Master Plan drawings, prior to submission of the Children.
 - All Master Plan submittals shall conform to any specific or limiting conditions contained in the approved site plan and be approved by the Zoning Division.
 - All Master Plan submittals shall be accompanied by an approved site plan if available.
- B. Permit applications for Children of an approved Master Plan shall include the following:
- A list of the approved options being selected from the approved Master for the Child proposed for the site.
 - A site specific abstracted survey listing the specific model approval number, gross and net square foot, indicated exact placement of the proposed model on the lot.
 - Site specific Energy Calculation (as applicable to the type of project).
 - Landscaping plan (as applicable)

 - Site specific Drainage Plan or in an engineered subdivision, the typical lot grading plan.

- Glass Block or translucency letters, if applicable to a Zero Lot Line Residence

C. Deviations from an approved Master Plan:

- Site specific revisions may be filed for deviations from an approved Master Plan subject to review and approval.
 - The revision must be self-sufficient and include all information necessary for approval. Such revisions will only revise an active Child permit and should be submitted after the permit for the Child is issued. Structural drawings submitted with the Child application will be returned during Sufficiency Review and may delay the approval of the permit.
 - Notice Of Acceptance (NOA'S) that are changed (limited to a change of manufacturer only and does not include material changes) can be submitted directly to the Inspector as a Field Revision.

Since every building permit authorizes only the approved improvement(s) or system(s), as detailed in the specific application, and on the approved drawings, a **STOP WORK ORDER** may be issued promptly upon discovery of deviations from the approved submittal and approved documents, for an exact improvement or system on a specific lot. Additionally, deviations from the permitted plans may be considered willful code violations, resulting in licensing disciplinary action/or restricted future permitting privileges.

D. Termination:

All Master Plans are reviewed and approved under the applicable building codes in existence at the time of application for the Master Plan, and all Master Plans shall become NULL and VOID upon the adoption of a revised or later Building code, or relevant changes in the ULDC.



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM# PB-O-099, issued 6/20/94
2. PPM# PB-O-099, issued 7/99
3. PPM# PB-O-099, issued 12/99
4. PPM# PB-O-099, issued 4/24/12
5. PPM# PB-O-099, issued 4/20/21
6. PPM# PB-O-099, issued 1/19/23