

CITY OF LAKE ALFRED RESIDENTIAL MASTER BUILDING PERMIT PROGRAM

Florida Statute 553.794

MASTER BUILDING PERMIT PROGRAM - The master building permit program is intended for use by builders who expect to construct identical single-family or two-family dwellings or townhomes on a repetitive basis. The master building permit program goal is to achieve standardization and consistency during the permitting process and to reduce the time spent by the Lake Alfred Building Department during the site-specific building permit application process.

DEFINITIONS - For purposes of this policy, the term:

“Building orientation” means the placement of a building on a parcel of land with respect to weathering elements such as sun, wind, and rain and environmental factors like topography.

“Elevation” means a construction drawing that is drawn to scale and depicts the external face of the dwelling or townhome to be constructed.

MASTER BUILDING PERMIT APPLICATION - To obtain a building permit master plan, a builder must submit the following information to the Lake Alfred Building Department: Submit to permits@mylakealfred.com **DO NOT SUBMIT THROUGH ACCELA !**

1. A general construction plan as indicated below in this policy.
2. All general construction plan pages, documents, and drawings, including structural calculations signed and sealed by the design professional of record, along with a written acknowledgment from the design professional that the plan pages, documents, and drawings contained within the master building permit application will be used for future site-specific building permit applications. The design professional of record must be a licensed engineer or architect.
3. Truss specifications, signed and sealed by the truss design engineer. The design professional of record must stamp and sign the truss layout sheet as reviewed and approved for each model design.
4. Energy performance calculations for all building orientations. The calculations must consider worst-case scenarios for the relevant climate zone.
5. Product Approval Specification sheet. Component and cladding product approvals for all windows, pedestrian doors, garage doors, glazed opening impact protection devices, truss anchors, roof underlayments, and roof coverings.

GENERAL CONSTRUCTION PLAN - The general construction plan submitted as part of a building permit master plan application:

1. Must include left-hand and right-hand building orientations, if offered, including floor plans. Each variation must be submitted separately. This would include addition of a rear porch, etc.
2. Must include a model design. The model design:
 - a. May not contain more than three alternate garage layouts, with each garage layout limited to accommodating no more than three cars.
 - b. Must include a foundation plan.
 - c. Must contain a truss layout sheet for each exterior elevation that is compatible with the roof plan.
 - d. Must show typical wall sections from the foundation to the roof.
 - e. Must contain a complete set of applicable electrical, plumbing, fuel gas, and mechanical plans.
 - f. Must contain window, door, and glazed opening impact protection device schedules, if applicable, see

FBC-R Figure R301.2 (3) note 7.

- g. Must meet any other specific local requirements adopted through City of Lake Alfred Ordinances, Land Development Code and other development policies.

MASTER BUILDING PERMIT APPLICATION APPROVAL PROCESS - The Lake Alfred Building Department will review the general construction plan submitted as part of the building permit master plan application to determine compliance with the current building code requirements. If the general construction plan is approved and all documents provided, the builder shall receive a building permit master plan set of the approved electronic construction plans for future submittals.

The Lake Alfred Building Department will approve or deny a building permit master plan application within 120 days after the building department receives a completed submittal unless the applicant agrees to a longer period.

A builder may submit the approved master building construction plans an unlimited number of times for to each subsequent dwelling or townhome to be built, if the builder uses the model design contained in the master building permit review and meets the requirement of this policy.

An approved master building construction plan approval remains valid until the Florida Building Code is updated as provided in s. 553.73.

SITE-SPECIFIC BUILDING PERMIT APPLICATIONS - Once a master building plan is approved, the builder is only required to submit the following information for each site-specific building permit application for a single-family or two-family dwelling or townhome:

1. A completed site-specific building permit application that includes the approved master building construction plans and identifies the model design to be built, including elevation and garage style.
2. The lot or parcel survey or site plan, as applicable. The survey or site plan must indicate the Federal Emergency Management Agency flood zone, base flood elevation, and minimum finished floor elevation and must conform to local zoning regulations. Lot or parcel drainage indicators must be shown along with site elevations.
3. The licensed engineer of record must affirm that the building permit master plan conform to soil conditions on the specific site.
4. Complete mechanical drawings of the model design, including HVAC heating and cooling load calculations and equipment specifications.
5. Specific information that was not included in the building permit master plan application addressing the HVAC system design, including duct design and heating and cooling load calculations.

REVISIONS TO MASTER BUILDING PERMIT - Once a building permit master plan has been approved, the Lake Alfred Building Department:

1. Will not allow structural revisions to the building permit master plan. A new submittal and review will be required.
2. May allow limited interior nonstructural revisions to the building permit master plan so long as any revised floor plan is submitted to and approved by the building department.
3. Will not allow changes to the approved exterior architectural design. A new submittal and review will be required.