



**PALM BEACH COUNTY  
PLANNING, ZONING AND BUILDING DEPARTMENT  
BUILDING DIVISION  
POLICY AND PROCEDURE**

Rebecca D. Caldwell, Director

**PPM#: PBO-099  
Issued: 04/24/12  
Effective: 04/24/12**

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**SUBJECT: Master Plans and Permitting From Approved Masters**

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

**PURPOSE:** Master Plan permitting may be used to facilitate building permit processing of Single Family Dwelling and Accessory Structures proposed for use in Unincorporated Palm Beach County. Master plans shall be structures whose footprint and maximum envelope, (floor area, and total square footage) are standardized, and repetitively built from a pre-approved base plan. All standard options and alternative elevations shall be shown in the approved master plan, with options to be only deletions (omissions) from the master. (No options may increase gross footage above the Master Plan.)

***The Master Plan program is not applicable to custom structures.***

**DEFINITION:** "Master 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 structures. Also permissible from the Control Number, will be building permit applications clearly showing any deletions of pre-approved, standard options from the approved Master Plan.

**POLICY:** To facilitate the permitting of Single Family Dwelling and Accessory Structures, which qualify under the purpose and intent of this policy, Building Division staff will review applications to "master" any product to be standardized by the applicant, for reuse on various sites, sized and zoned for the design. All subsequent applications submitted under a master control number must be a constitution of the approved Master Plan, with approved standard options crossed out as applies, for deletion from the proposed structure. Site details shall be required, and the application must include submission of a copy of the Stamp Approved Master Plan.

**PROCEDURE:** Construction documents proposed for a Master Plan Number shall comply with the Division's current Permit Center Application Matrix and Checklist.

- A. The initial Master Plan submittal shall contain the following:
- Three complete construction documents sets conforming to the Building Division Permit Application Submittal Checklist, excluding site specific, and drainage details.
  - Energy Code Calculations for Single Family Dwelling Master Plans.
  - All alternatives and all standard options must be shown on the detailed master drawings.
  - All Structural plans shall contain the Windload Design Criteria.
  - Peer Review documentation shall be included for Aluminum Structures.
  - After review, corrections must be made to original Master Plan drawings, prior to issuing any permits for clones.
- B. Permit applications for clones of an approved Master Plan shall include building plan sheets showing all deleted options, plus all site documents specific to the proposed lot location, as specified in the Permit Center Application Matrix's submittal policy. These clone permit application submittals shall generally include, but are not limited to:
- The specific, separate application and two surveys showing exact placement of the proposed construction on the lot, plus
  - Two copies of a floor plan showing the exact square footage to be built,
  - Two Energy Calculation's (as applies to SFDs or similar),
  - DRO approved site plan (if not on file with the Master Plan)
  - Landscaping plan(if not on file with the Master Plan)
  - Drainage Plan (in accordance with Section 110.7 - Palm Beach County Amendments to the Florida Building Code and if not in accordance with an approved engineered, subdivision)
  - Two list of options selected, if applicable
  - Two Glass Block letters, if applicable to a Zero Lot Line Residence)

C. Stop Work:

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

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 become NULL and VOID upon the adoption of a revised or later code.

**Supersession History:**

1. PPM# PBO-099, issued 6/20/94
2. PPM# PBO-099, effective 6/20/94
3. PPM# PBO-099, issued 7/99
4. PPM# PBO-099, issued 12/99
5. PPM# PBO-099, issued 04/24/12

  
Director