



CLAY COUNTY (FL) 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 residential accessory structures, townhomes, single-family, or two-family dwellings 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 local Building Department during the site-specific building permit application process. The Master Building Permit Program establishes a model-specific building design approval protocol that is predictable and dependable for an unlimited number of building permits within the 3-year code cycle that the Architectural Master Plan is approved under.

DEFINITIONS - For purposes of this policy, the term:

“Architectural Master Plan”(AMP) – the originally submitted model plan (& alternate elevations) to be used for repetitive building permit applications on multiple sites (minimum of 1 plan to a maximum 5 (mirroring) plans per each orientation as long as the stipulations of the “General Construction Plan” are followed)

“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.

“Left-hand and Right-hand building orientations” – means the placement of the garage or reversed/flipped orientations of the overall structure.

The Clay County Master Building Permit Program process consists of three stages:

- The Architectural Master Plan submittal/approval process – Review time in less than 40 days
- Residential Pre-Permit Review – Site-specific application applied for online and reviewed by Zoning
- The site-specific (applicable) building permit application – Review time in 2-5 days

1st Stage of the process - The Architectural Master Plan submittal/approval process – Review time in less than 40 days

MASTER BUILDING PERMIT APPLICATION - To obtain a building Architectural Master Plan (AMP) approval, a builder must submit the following information to the Clay County Building Department via an electronic application through the [CAP](#) portal:

1. A completed building permit application through the CAP portal for the new model and each of the model’s orientations and alternate elevations. i.e., Model – Sandstorm, Left Orientation, Alternate 1.
 - *When applying for each Model’s Orientation and alternate elevation, make sure “Left-Hand Orientation Alternate 1” is the mirror image of the “Right-Hand Orientation Alternate 1”, to avoid delays in reviewing.
2. A **General Construction Plan** as indicated below in this policy.
3. 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.



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4. 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.
5. Energy performance calculations for all building orientations (Left-Hand & Right-Hand Orientations for North, South, East, & West Facing). The calculations must consider worst-case scenarios for the relevant climate zone.

***GENERAL CONSTRUCTION PLAN** – (as referenced in #2 above) The general construction plan submitted as part of a building Architectural Master Plan (AMP) application:

1. Must be submitted in electronic format through the Clay County Citizens Access Portal ([CAP](#)) during the “Architectural Master Plan” application.
2. Must include left-hand and right-hand building orientations, if offered, including floor plans.
3. Must include a model design which may include up to four alternate exterior elevations, each containing the same living space footprint. 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 meet any other specific local requirements adopted through Clay County Florida Ordinances, Land Development Code and other development policies.

MASTER BUILDING PERMIT APPLICATION APPROVAL PROCESS - The Clay County Building Department will review the general construction plan submitted as part of the Architectural Master Plan application to determine compliance with the current building code requirements. If the general construction plan and all documents provided are approved, the builder shall receive an Architectural Master Plan set of the approved electronic construction plans for future submittals. These approved plans will be located in their CAP portal account under “My Plans” with a specific AMP Application number for each orientation and alternate elevation. (This number will be used when applying for the future building permits).

The Clay County Building Department will approve or deny an Architectural Master Plan application within 120 days after the building department receives a completed application, unless the applicant agrees to a longer period.

A builder may use the approved Architectural Master Plan an unlimited number of times for each subsequent dwelling, townhome, or accessory structure to be built as long as the builder uses the model design contained in the master building permit review and meets the requirement of this policy.

An approved Architectural Master Plan approval remains valid until the Florida Building Code is updated as provided in s. 553.73.

2nd Stage of the Process - The site-specific building Residential Pre-Permit Review – Review time in 30 days:

- The Residential Pre-Permit Review will be applied for through the CAP portal
- Once the Pre-Permit Review is completed proceed to the 3rd Stage of the Process



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3rd Stage of the Process - The site-specific (applicable) building permit application – Review time in 2-5 days:

SITE-SPECIFIC BUILDING PERMIT APPLICATIONS - Once an Architectural Master 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, townhome, or residential accessory structure:

1. A completed site-specific building permit application that includes the approved master building construction plans number that identifies the model design to be built, including elevation and garage style. These items can be included in the electronic application when inputting the AMP number and description in the permit application.
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. This step will be completed through the “**Residential Pre-Permit Review**” application prior to submitting the applicable building permit application.
3. The licensed engineer of record must affirm that the Architectural Master Plan conforms 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 (if the structure is heated and/or cooled).
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 (if the structure is heated and/or cooled).

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

1. May not allow structural revisions to the building permit master plan.
2. May allow limited 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. May accept limited field revisions, as determined and approved by the building department.