



Community Development Department

Building Construction Division

18400 Murdock Circle | Port Charlotte, FL 33948
Building Phone: 941.743.1201 | Building Fax: 941.764.4907
BuildingConstruction@CharlotteCountyFL.gov
CharlotteCountyFL.gov

For Office Use Only

Permit Number:

20

Application date:

CSR Initials

ONE & TWO FAMILY RESIDENTIAL MASTER PLAN APPLICATION CHECKLIST Florida Building Code 8th Edition (2023)

Incomplete permit applications will be returned to the applicant. Please review package contents with this checklist to ensure that all appropriate documentation is included with your submittal.

*****DO NOT STAPLE ANY OF THE BELOW DOCUMENTATION TO THE BUILDING PLANS.*****

- MASTER PLAN APPLICATION** - Filled out completely with letter from design professional and authorization of use of the plans.
- 1 & 2 FAMILY DATA SUMMARY SHEET** - Two (2) showing design data and signed by structural designer. Or all the information asked in the form to be in the building plans. **Must be signed/sealed.**
- BUILDING PLANS** - Two (2) sets of building plans that have been signed and sealed by an engineer or architect, if applicable per current Florida Building Code.
- PRODUCT APPROVALS** - NOA or product approval number of windows, door, shutters, soffits, siding and roof covering materials as applicable to the project. **List on a separate piece of paper.**
- TRUSS LAYOUTS** - Two (2) sets of truss layouts and/or framing details.
- ENERGY FORMS** - Two (2) sets of energy calculations as per Energy Conservation Code (worst case). **Prepared by and owner's signature must be signed.**

The master plan application must be completed for each model. You will apply for the master plan permits using our online permitting portal. Please see instructions below for the online permitting portal:

You will choose:

Permit Type: Master Plan

Job Address: 100 Various Locations

Please use the document type dropdown list to name the documents as specified below:

- Upload the master plan application, select "Plans by Contractor" for the document type.
- Upload and choose the document type name for engineer's permission letter, select "Document by Engineer."
- Upload and choose the document type name for the engineered plans that must be digitally signed & sealed, select "Plans by Engineer/Architect."
- Upload the worst-case energy calcs, select "Signed Energy Calcs" for the document type name.
- Upload only the truss layout, select "Truss Layout" for the document type name. Do not upload the truss engineering, as it is to be at the job site for inspections (not submitted for permitting).
- Upload the data summary sheet, select "Data Summary Sheet" for the document type name.
- Upload the NOA/product approval list, select "NOA/product approval" for the document type name.

Emails:

BuildingConstruction@CharlotteCountyFL.gov (primary email box)

ContractorLicensing@CharlotteCountyFL.gov (insurance documents)

FloodInfo@CharlotteCountyFL.gov (elevation certificates & drainage as-built surveys)

Inspections@CharlotteCountyFL.gov (Submit blower door and duct leakage documents and termite certificates)

OnlinePermitting@CharlotteCountyFL.gov (NOCs & subcontractor changes)

PermitResubmittal@CharlotteCountyFL.gov (resubmittals & plan changes)

PrivateProvider@CharlotteCountyFL.gov (private provider documents)

Zoning@CharlotteCountyFL.gov (zoning related documents)



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MASTER PLAN APPLICATION FORM Florida Building Code 8th Edition (2023)

Applicant's Name: _____

Address: _____

Number & Street

Type:(St., Dr., Pkwy., Blvd., etc.)

City

State

Zip

Building #: _____ Unit #: _____ Phone No.: _____ Email: _____

Description of project: _____

Is a signed and sealed letter from the structural designer of record required for each individual permit? Yes No

Please provide letter from design professional addressing this question with this master plan application.

Model or Project name or Number: _____

Date of Plans: _____ Number of Pages: _____

Architect/Engineer: _____ License Number: _____

Address: _____

Number & Street

Type:(St., Dr., Pkwy., Blvd., etc.)

City

State

Zip

Phone Number: _____ Fax Number: _____ Email: _____

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Plans Examiner's Print Name: _____

Notes/Comments: _____

Date Approved: _____



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ONE AND TWO FAMILY DWELLING DATA SUMMARY SHEET Florida Building Code 8th Edition (2023)

OWNER'S NAME: _____ CONTRACTOR'S NAME: _____

PROJECT ADDRESS: _____
Number & Street City, State, & Zipcode

Applicable Codes: Building, Mechanical, Plumbing, Accessibility, & Energy Codes - 8th Edition (2023) Florida Building Code, Residential Volume. Electrical Code - NFPA 70 & NEC 2020

Manufacturer's Product Approvals

Doors: _____ Overhead Doors: _____ Windows: _____
Mitered Glass: _____ Roof Coverings: _____ **Protection of Openings:**
Soffit: _____ Siding: _____ Shutters: _____

Method of Design per Florida Building Code (FBC) R301:

Florida Building Code, 8th Ed (2023) ICC 600 ASCE 7-22
 Other: _____

Design Data (Risk Category II):

Basic Wind Speed (Vult) _____ mph (Figure R301.2(4))
Nominal Design Wind Speed (Vasd) _____ m.p.h. Flood Design Data _____ Final Floor Elevation _____
Exposure Category Section (R301.2.1.4) B C D Soil Design Load-Bearing Value _____

Structural Forces (Section R301.4 / 301.5 / 3601.6)

Floor Design: Live Load _____ p.s.f Dead Load _____ p.s.f
Roof Design: Live Load _____ p.s.f Dead Load _____ p.s.f Roof Slope _____

Window and Door Wind Pressure Design Loading:

Mean roof height _____ ft
Windows _____ p.s.f Doors _____ p.s.f Garage Doors _____ p.s.f

Components and Cladding Design Pressures:

Zone 1: _____ p.s.f Zone 2: _____ p.s.f Zone 3: _____ p.s.f Zone 4: _____ p.s.f Zone 5: _____ p.s.f

Area Tabulation:

TOTAL (Sq. Ft): _____
Living (Sq. Ft.) _____ Garage (Sq. Ft.) _____ Lanai (Sq. Ft.) _____
Entry (Sq. Ft.) _____ Storage (Sq. Ft.) _____ Other (Sq. Ft.) _____

I certify to the best of my knowledge and belief that these plans and specifications have been designed to comply with the structural portion of the Building Code for wind, flood and gravity loads as amended and enforced by the permitting jurisdiction.

Signature: _____ Date: _____

Printed Name: _____

Architect / Engineer Seal