

MASTER PLAN APPROVAL PROCESS

Effective August 1, 2020, a Master Plan approval process (MP) is available for application via the Central Florida Tourism Oversight District (the District), online permitting system Accela Citizen Access (ACA), <https://ca.rcid.org/citizenaccess>. This new record type is to be used for reoccurring installations of the same structure. Master Plans are to be used for reference only and must be accompanied with a Building, Temporary or Trade permit to authorize work to occur.

This policy intends to provide guidance for what types of installations would qualify for a Master Plan approval and how to submit plans for consideration.

Master Plans are available to be used with both temporary and permanent installations. Typical qualifying structures include:

- Back Drop/Set Piece
- Barricade/Fence
- Construction Trailer/Office
- Electrical Element
- Inflatable
- Kiosk
- Mechanical Element
- Plumbing Element
- Restroom Trailer
- Shed
- Stage/Platform
- Temporary Lift
- Tent
- Truss

Once a Master Plan application has been issued and an approved job copy (AJC) created, the AJC can be used repeatedly throughout the life of the approval. Master Plans must be included at the time of submitting a new work permit application. All new build or repeat installation permit applications that reference an approved MP record, shall attach the approved MP AJC to that permit.

Every Master Plan will be issued a unique identification label (i.e. MP00-0001). Each discipline must submit a separate Master Plan approval per discipline: building, electrical, mechanical, etc.

Once approved, a MP shall remain available for submission for new work for the duration designated by the design professional, or the code cycle for which the plans were reviewed and approved, whichever is shorter. Upon the effective date of a new code, all Master Plan approvals shall be repealed. Any Master Plan seeking approval under a new code cycle must be submitted, reviewed and approved.

Note: The Master Plan approval does not replace a permit for construction. A permit per discipline is still required for each location.

Master Plan Submittal Requirements

- No fees are associated with a MP application;
- Engineered set of plans for the structure only. Plans must include a statement from the engineer allowing master filing of the plan;
- No site specific information; and
- No structural Revisions or Amendments are allowed on MPs.

Building, Temporary or Trade permit submittal requirements, in addition to standard permit application requirements, must include the following:

- MP approved set of plans with stamp from the District
- Affidavit that there are no deviations for this build or installation with respect to the MP;
- Non-structural plans for any proposed theming/details or skin/roof/anchoring, etc.;

How to Use a Master Plan Approval

Following is an example of how a Master Plan approval would be used once the MP has been issued and an approved job copy created for use:

Scope of Work: Construction of five new kiosks to be fabricated offsite.

- Submit permit application and supporting documentation for each new kiosk as a building permit, for a total of five permits.
- Note in the application description that this new permit will use an approved MP and include the MP number in the online application form.
- Upload the MP AJC, and a separate set of plans for any details that are specific to the building permit and not included in the MP AJC.
- A modified plan review process will occur on the additional submitted plans and a second AJC created for the building permit.
- Normal inspections will be conducted on the building permit.
- Any subsequent kiosk built will use the same MP AJC until the expiration cycle has been met.

Master Plan Approval ACA Form

The following is a sample of the Master Plan application form in ACA, with the acknowledgement that plans will be submitted for review. All plans will be reviewed in the Digital Plan Room (DPR). For instructions on how to use the DPR, please reference the “Digital Plan Room User Guide” found on the District website at: <https://www.oversightdistrict.org/doing-business/building-department/>.

Permit Application Master Plan Field Requirement in ACA

The following is an added field to Building, Temporary and Trade permits for use when creating a new work permit. The previously approved MP number must be referenced in the new permit application form:

The image shows a screenshot of a web-based permit application form. The form is titled "Specific Information" and is divided into several sections: "APPLICATION DATA", "CONSTRUCTION DETAIL", "PERMIT DETAIL", and "MASTER PLAN DETAIL". The "MASTER PLAN DETAIL" section is circled in red, and a red arrow points from the top right of the form to the "Master Plan Number" field within this section. The "Master Plan Number" field is currently empty. Other fields include "Master Permit Number", "* Valuation: (\$)", "* NOC Required:" (with radio buttons for Yes and No), "NOC Date Recorded:", "Expiration Date:", "* Code Year:" (with "2015" entered), and "* Work Type:" (with a dropdown menu showing "--Select--").