

PROCEDURE FOR SETTING UP A MASTER MODEL PROGRAM (PHASE 1)

The Master Model Program may be established for a subdivision containing a minimum of 25 lots for single family residential, fee-simple townhouse, duplex, cluster home and zero lot line development. The Master Model program may also be utilized for certain commercial and multi-family residential developments, once approval is obtained from the supervisor of the Zoning Plans Processing Section.

To establish a Master Model program, submit the following:

- One building permit application for each model proposed.
- One set of plans for each model.
- One copy of the final plat so addresses can be assigned. An analysis sheet will be returned to you showing the addresses and folio numbers to be used when pulling building permits.
- A letter of intent specifying the number of lots in the development, the subdivision name and the intent to set up a Master Model program. The master model file will be set up by the name of the subdivision.
- If the project has been approved by public hearing or administrative site plan review (ASPR), submit 2 copies of the approved site plan for the project.

Stamp the back of the plans with the large plan review stamp and mark on the back "M.M.N.F.P." on the building permit applications.

Obtain a process number at the Permit Counter and pay the required up-front fee. (Make sure that a tracking card is attached to your plans, which will be delivered to Zoning Plans Processing.) The project will be assigned to a processor for zoning compliance review, the establishment of the Master Model file and the set up of the necessary screens on the computer. The plans will then be routed to plumbing, electrical, mechanical, energy and structural for review. Once the plans have been reviewed by all trades, the applicant will be notified that the plans are ready to be picked up at the Permit Counter.

Make all corrections, as required, and resubmit for final plans review. Once all reviews appear in the computer as an approved, submit sepias to structural processing where they will be stamped with an "approved for Master Model" stamp and subsequently signed by the trades processors. At this time payment is made for the master model permits. The permit cards will show a dummy permit number and a model number. This permit number is the Master Model number that will be used when requesting building permits.

When the above steps are completed, the Master Model program is established and building permit application for the individual lots may be submitted.