



CITY OF PORT ORANGE

MASTER FILE APPLICATION

FOR OFFICE USE ONLY
Master File No.: _____
Date Approved: _____

Community Development Department
1000 City Center Circle
Port Orange, Florida 32129

Telephone: (386) 506-5602
Fax: (386) 506-5699
Website: www.port-orange.org

Instructions: Master File permits are good from the date of approval until there is a change in applicable codes. New drawings will be required for renewal of master file unless otherwise specified by Building Official.

NOTE TO APPLICANT: The Building Department has 120 days to approve or deny a master permit application per Florida Statute 553. Once the plans or drawings have been approved for master file, the building official or his designee shall stamp each page. Each time the model, accessory building, or building component is submitted for a building permit, the contractor shall submit two copies of the plans containing the city approval stamps (one copy for the field and the other copy for the permit file). [LDC Ch. 7, Sec. a(1)]

Fees for master files are as follows:

Single-Family or Two-Family Dwelling:	\$100.00
Accessory Structure (Each):	\$ 50.00
Component (Each):	\$ 50.00

Master File Type (Check One): Building Accessory Structure Component

Model and/or Description: _____

Applicable Code (Edition): _____ Fee: _____ Date Paid: _____

Special Notes or Comments: _____

Contractor/Business Name: _____

Contractor/Business Phone Number: _____

Contractor/Business Email Address: _____

Architect/Engineer Name: _____

Architect/Engineer License Number: _____

Architect/Engineer Phone Number: _____

Architect/Engineer Email Address: _____

CONTRACTOR'S SIGNATURE: _____ Date: _____

Please Type Above Signatory's Name: _____

For more information on Master Files visit the link below:

https://library.municode.com/fl/port_orange/codes/land_development_code?nodeId=LADECO_CH7BU_PLPEAP_S7MAFI