



Resilient Environment Department

URBAN PLANNING DIVISION

1 N. University Drive, Box 102A · Plantation, FL 33324 · 954-357-6634 · F: 954-357-6521 · Broward.org/Planning

TECHNICAL BULLETIN

No. 2013-3

DATE: JUNE 2013

SUBJECT: UPD ENVIRONMENTAL REVIEW OF MASTER MODEL PLANS FOR INDIVIDUAL PROJECT APPROVALS WHERE ALLOWED BY MUNICIPAL BUILDING DEPARTMENTS.

PURPOSE: This Technical Bulletin is intended to clarify the procedure for submitting master model plans and obtaining subsequent approval of specific lots within residential projects where master modeling is allowed by the Municipal Building Department.

AFFECTED PARTIES: Municipal agencies issuing building permits for residential projects allowing master modeling. Contractors or developers who are using a limited number of design plans within their development, and have been approved by the appropriate Building Department for master modeling.

OVERVIEW: Master modeling is a process by which a developer submits construction plans to a Building Department for review and approval. Once approved, the plans may be used to obtain multiple permits for the same type or model of building at different locations throughout a development.

In jurisdictions allowing it, master modeling can be beneficial for both the developer and the Building Department. Time and money can be saved by reducing the quantity of plans that must be printed, reducing the burden of storing those plans for both the municipality and the developer, and allowing quicker processing of plans at both UPD and the Building Department.

DISCUSSION: Developers considering master modeling should first meet with the Building Department having jurisdiction for the project. Not all Building Departments allow master modeling and those that do may have specific requirements or restrictions that must be followed.

If it is determined that master modeling is feasible, the following steps may be used to process master model plans and obtain UPD Environmental Review Approvals for specific lots.

SUBMITTING MASTER MODEL PLANS

The developer or contractor must submit the plans to be used for the master models to UPD for master model review. There is a minimum review fee for obtaining this review approval. A UPD electronic application must be completed at:

www.broward.org/epermits

Public use computers are also available for this at the UPD office. The electronic application may be completed and plans uploaded for Environmental Review at this website. A digital-signed and sealed signature or electronic-signed and sealed signature by the registered professional is required.

Master model plans must include a cover sheet indicating **all options** that might change the use, size, location or foot print of the building. Such options include wall relocations, family room option, loft option and den option available in that model. Options that involve wiring and electrical features such as lights, wall receptacles and alarms need not be included.

UPD will review the master model plans. An Environmental Review Approval Certificate will indicate "Master Model with options." Approved options for the master model set of drawings will be indicated on the plan. Any substantial change in options requires a new submittal of plans to UPD for new master model approval. A substantial change would include a change in the use, size, and location of any part of the building or foot print of the building.

Once the UPD Environmental Review Approval has been granted and the fees paid, the master model plans must be submitted to the appropriate Building Department for review and approval within 30 days.

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REVISION & ADDITION TO MASTER MODELS

Revisions/additions to the Master Model structure after UPD has issued an Environmental Review Approval Certificate (client wants to add a media room or extend the family room) automatically voids the UPD approval. The residence will be treated as a custom home and new plans must be resubmitted to UPD for a new Environmental Review Approval Certificate. A digital-signed and sealed signature or electronic-signed and sealed signature by the registered professional is required. New environmental review fees apply.

APPLICATION OF LOT SPECIFIC APPROVAL

In order to apply for a building permit for a specific lot, the applicant must complete an electronic application for Environmental Review at:

www.broward.org/epermits

Public use computers are also available for this at the UPD office. Plans are not required, but a recent sealed survey showing the legal description and the location of the proposed building is required to be submitted for review and approval. The survey may be uploaded for Environmental Review at this website. A digital-signed & sealed signature or electronic-signed & sealed signature by the registered professional or surveyor is required. Environmental review fees apply.

SITUATIONS THAT WILL REQUIRE RESUBMITTAL TO PDM

- A. Change in a contractor (after 30 days from the granted Environmental Review Approval) if a new permit is to be issued.
- B. Change in model listed on the Environmental Review Approval Certificate
- C. Change in a lot listed on the Environmental Review Approval Certificate.
- D. There is a substantial change to the footprint of the building or the number of bedrooms changes.

FURTHER INFORMATION: For further information concerning PDM review and approval of plans to be submitted for building permits or for questions concerning this technical bulletin, please contact the URBAN PLANNING DIVISION at (954) 357-6666 ext 2.