

# Indian River County Procedures for Mastering Plans

1. Applicant must complete a Permit Application Form.
2. The standard application submittal must include the **IRC Master Plan Application Form** requesting the master plans process for this model. If the plans have options this form would list the options to be used for each specific application.
3. Master plans are specific to a single wind zone or must be designed as worst case
4. The energy code must be completed using a worst-case format only.
5. The Manual-J can be calculated at maximum allowed by Florida Energy Code (20% increase in sensible).
6. Original Master Plans will be processed via the normal plan review process. (Subsequent plans of approved Master Plans will be expedited accordingly)
7. Once plans are accepted as complete, this permit number becomes the master plan number.
8. When the permit is issued the applicant is given a Disc that contains the complete set of plans, energy code, manual J and the **IRC Master Plan Application Form**.
9. For each subsequent application under this master plan system the applicant must submit the following: (Subsequent applications of previously approved Master Plans will be significantly expedited)
  - a. A copy of the original approved **IRC Master Plan Application Form**
  - b. A new **IRC Master Plan Application Form** selecting and completing item #2 on the form.
  - c. A letter of approval from the designer for that specific project
  - d. 4 new plot plans
  - e. 4 energy codes and Manual J forms if worst case energy code not submitted with the original Master Plan
10. The applicant would also be responsible for providing other review groups such as Indian River County Planning, Engineering, Utilities, and Health Dept. with copies of the plan if required by those groups.
11. When all other review groups release an application, and the building department receives all documents and / or approvals from those departments, the Building Department will stamp the plot plan with the “reviewed” stamp and the master plan number will be referenced on the plot plan. Fees are calculated and permit is readied for issuance.
12. The applicant is responsible to make copies of the plans from the Disk indicated in item #8 above. These copies shall be on the job site at all times.