



**MASTER-REPEAT PERMITTING FOR RESIDENTIAL PROJECTS**  
One and Two Family, Apartments, Townhouses, and Condominiums

Master-Repeat permitting allows for the permitting of a repeat residential building that is *identical* to a building that has been submitted, reviewed, and approved within the same code cycle. The process allows the builder to submit a building for plan review without duplicating documents that would be unchanged when building the identical structure such as the architectural drawings, structural drawings, or truss package. The permit package for a Master-Repeat building may be submitted across the counter or electronically. For more information on Electronic Plan Submission, please see our website, [www.coj.net/bi](http://www.coj.net/bi).

The Master-Repeat building must be *identical* in footprint, roofline, dimensions, floor plan, height, and exterior finishes. Home may be mirrored/flipped, but cannot provide for options that are not identical to the original/master structure.

The permit package for the Master-Repeat building must include:

- Completed permit application,
- Two copies of the site plan,
- Two sets of site specific energy forms,
- Septic tank permit (if applicable),
- JEA Letter of Service Availability (not required for new subdivisions),
- Two copies of the Pre/Post Development drainage plan (if required per Bulletin G-02-14), and
- The Master-Repeat Information Review Form.

In addition to the building being identical as described above, the repeat structure must be in the same or lower Exposure category as the master structure.

The Engineer of Record signing and sealing the Master-Repeat Information Review Form for the repeat building must be the same Engineer of Record for the master building.

A fillable PDF copy of the Master-Repeat Information Review Form is available on our website under the “Download Forms” menu item.

If you have any further questions regarding this process, please contact Michael Byrd at 904-255-8505 or [MByrd@coj.net](mailto:MByrd@coj.net).



**MASTER-REPEAT INFORMATION REVIEW FORM**

Company	_____		
Contractor/ Qualifier	_____		
Master Permit Number	_____	New Building Permit Number	_____
Project Name	_____	Project Name	_____
Project Address	_____	Project Address	_____
Building Name/Type Designation	_____	Building Name/Type Designation	_____
Model Type City Development Number	_____	Model Type City Development Number	_____
Site Clearing Permit Number	_____	Site Clearing Permit Number	_____
Florida Building Code Edition	_____	Florida Building Code Edition	_____
Wind Speed Exposure Category	_____	Wind Speed Exposure Category	_____
Risk Category	_____	Risk Category	_____
Occupancy Classification	_____	Occupancy Classification	_____
Occupancy Load Construction Type	_____	Occupancy Load Construction Type	_____

By signing and sealing this document, I certify that the Master Permit drawings may be used for construction of the new project indicated above and meets all applicable and current building codes.

*(Architect/Engineer of Record shall sign and seal below)*