



## **COOKIE CUTTER PROCEDURES**

Rev. 03-10-2015

- 1) The "Cookie Cutter" program is available for those plans which are to be repeated multiple times, unchanged, on different parcels. A designated plan examiner will verify that the drawings submitted under this program are generic; in other words, they do not include any addresses, finished floor elevations, setbacks, or anything else that may be "site specific".
- 2) A permit counter representative will then issue a process number based on a generic address that has been predetermined (450 SW 2 Avenue), and will issue a job code (888).
- 3) The generic plans must be dropped off for review by Building, Plumbing, Electrical, Structural and Mechanical only.
- 4) After all plan reviewers have approved and signed the front page of the set and all pages of their own discipline, the customer pays for the Master Cookie Cutter Permit.
- 5) The Microfilm Section will scan this master copy and keep it on file, and will be valid only until the next edition of the Florida Building Code is adopted.
- 6) A predetermined number of copies will be certified and signed by the Records Custodian or Assistant. The Customer can order additional copies at any time; however, all reorders must be paid in advance at the Building Department.
- 7) Customer then picks up the certified copies and takes them to the original architect and engineer(s) to be re-sealed and re-signed, without any changes. He will then add one or more new pages with the site-specific information (address, legal description, septic tank, etc.), including surveys and energy calculations, and submit those two sets to the designated plan examiner. The architect will include the job address on the site-specific pages only.
- 8) The designated plan examiner will explain to each reviewer that this is a cookie cutter which needs only the site plan to be reviewed. The plans will now be reviewed by Public Works, Zoning, Planning (if required), plus all of our disciplines again, who will need to check only the site-specific pages.
- 9) Each reviewer will make a notation in the computer that this is a cookie cutter, and that the generic plans had been previously approved.
- 10) The reviewer will approve the new information provided in the site plan alone. The normal procedure for issuing a Building Permit will follow.