**Master Approval**

Complete and submit this form with your master approval application.

### Section A

Enter the information for each building prototype.

- **Building Prototype ID#:** Designation for each of the typical building prototype(s). (i.e. Building A, Building B)
- **No. of Stories:** Provide the number of stories for the designated building prototype.
- **Sq. ft:** Provide the gross floor area of the designated building prototype.
- **Use & Occupancy:** Provide the type of use classification for the designated building prototype (i.e. R-3, R-2).
- **Unit Number(s):** Provide all unit numbers for the designated building prototype. (i.e. 1-10, 20-25)

**Master Approval No. and Project No. - For L&I office use only.**

### Section B

Instructions and information

**Instructions:**

**Obtain your Master Approval:**

Complete your master approval application(s).

1. **Step 1:** Log-in to your eCLIPSE account and open your master approval application(s).
2. **Step 2:** Complete the fields in the application and upload required documents.
3. **Step 3:** Make payment to submit to L&I.

**Note:** Be sure to enter your ‘Project Number’ from the Project Scoping Meeting Form in the appropriate field of your Master Approval application as shown below:

- Reviews to other City Departments will be generated under the master approval only. No master approval will be issued until all pre-requisite approvals are obtained.
- Standard review times apply to your master approval. Applications may be accelerated.
- Upon approval, L&I will issue an approval letter and you may proceed with filing individual construction permit applications (see page 2 for additional details and instructions).

<table>
<thead>
<tr>
<th>Building Prototype ID#</th>
<th>No. of Stories</th>
<th>Sq. Ft. (Gross Floor Area)</th>
<th>Use and Occupancy (IBC)</th>
<th>Unit Number(s)</th>
<th>Master Approval No. (Office use only)</th>
<th>Project No. (Office use only)</th>
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**Please identify the Design Professional responsible for the project:**

* Were you able to find the Design Professional you were looking for?  
  - Yes  
  - No

* What type of work will be done?  

* What is the occupancy type for this permit?  
  - One-family  
  - Two-family

**Please identify an existing project, if applicable:**

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Section B (continued)
Instructions and information

Filing your individual construction permit applications:

Applicant must submit a separate building permit (or child application) for each unit.

Step 1: Log into your eCLIPSE account.

Step 2: Select ‘Apply for a Permit or Get a Certificate’.

Step 3: Select the appropriate ‘Residential’ or ‘Commercial’ Building Construction permit.

Note: If this is a one- or two-family dwelling (R-3), you must file a Residential Permit (RP).

Step 4: Complete the remaining fields in the application and upload required documents.

Step 4a: Identify the corresponding ‘Master Permit Number’ for the building type in the location as shown below.

Step 4b: Select the ‘Clone from Master Permit’ button to ensure all previously approved construction document and Unit Type information is transferred over to the current application.

Note: If this button is not clicked, the permit is not considered a ‘clone’ from the Master Permit and may be subject to additional reviews and delays. If you do NOT want to proceed as a ‘clone’ permit, then pressing the red ‘X’ button to the right of the Master Permit Search result will delete the Master Permit from your application.

Step 7: Make payment to submit to L&I.

Changes to your child applications:

No changes are permitted on the child applications with the following exceptions:

- You must ensure that the appropriate address is entered, and the specific unit number is referenced in the location tab.

- Any changes to ownership must be identified.

- Contractor information, if available.

What you can expect from your review:

- L&I will perform an administrative check on all child applications to ensure that no changes were made.

- No additional documents or departmental reviews will be required if the application adheres to conditions.