



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.

A

A Separate master approval will be issued for each building prototype:

Building Prototype ID#	No. of Stories	Sq. Ft. (Gross Floor Area)	Use and Occupancy (IBC)	Unit Number(s)	Master Approval No. (Office use only)	Project No. (Office use only)

Section B

Instructions and information

B

Instructions:

Obtain your Master Approval:

Complete your master approval application(s).

Step 1: Log-in to your eCLIPSE account and open your master approval application(s).

Step 2: Complete the fields in the application and upload required documents.

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:

Design Professional found in system?
 Yes No
 Were you able to find the Design Professional you were looking for?

Project [Help](#)

Please identify an existing project, if applicable.

Search Projects

Search for a project by project name or number.

- 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).



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 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).

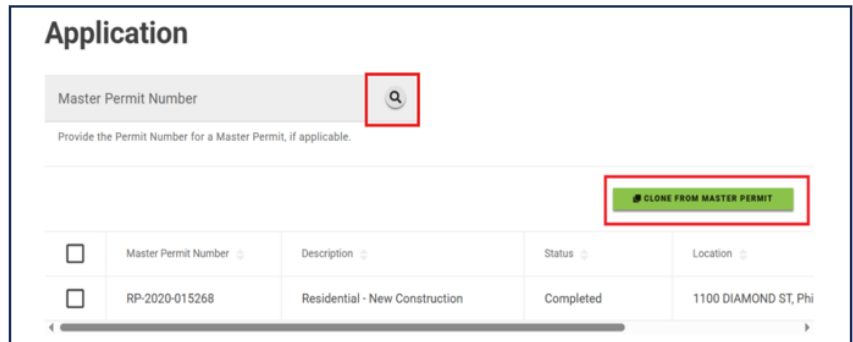
Step 4: Complete the remaining fields in the application and upload required documents.

- a. Identify the corresponding 'Master Permit Number' for the building type in the location as shown below.
- b. 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 5: Make payment to submit to L&I.

B



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.