

# New Residential Building Permit Checklist

## ITEM

## Included If N/A Provide Reason

<b>Location:</b> The site address is in the City of Maitland limits; the correct address for the job site has been provided and includes the specific location on- site (i.e. suite, unit, floor, etc.). <b>Note: If the address or specific location is not available in our database, include the address in the description for our staff to revise during sufficiency.</b>		Required
<b>Description:</b> Detailed description of work has been provided and is consistent with permit type and workclass.		Required
<b>Project Valuation:</b> Provide the project valuation applicable to this permit. <b>Note: Projects with multiple permits will need to breakdown the project valuation and apply specific valuations for each permit that equal the total project valuation.</b>		Required
<b>Square Footage</b> of Building(s) provided.		
<b>Contacts:</b> Provided contact information for Applicant, Owner, Owner Builder or Contractor (i.e. name, address, phone and email).		Required
<b>Owner:</b> Ensure the owner provided is consistent with the owner displayed on the Orange County Property Appraiser website. <b>Note: If the property ownership has recently changed, please provide a warranty deed.</b>		Required
<b>Owner Builder:</b> When providing an Owner Builder, please provide a notarized Owner Builder Affidavit which can be found on the City's Website. <a href="https://www.itsmymaitland.com/428/Permit-Applications">https://www.itsmymaitland.com/428/Permit-Applications</a>		
<b>Contractor:</b> When providing a contractor, please provide the required documentation (i.e. license, general liability & worker comp. insurance, and BTR) is updated. <b>Note: You can update Contractor Certifications through our CSS Permitting Interface. You will click on "Apply" in the black bar across the top, then under "Licenses" you will click on "Contractor Registration".</b> <a href="https://maitlandfl-energovpub.tylerhost.net/Apps/SelfService#/applicationAssistant?sectionName=All&amp;moduleId=10&amp;categoryName=All&amp;showTemplates=false">https://maitlandfl-energovpub.tylerhost.net/Apps/SelfService#/applicationAssistant?sectionName=All&amp;moduleId=10&amp;categoryName=All&amp;showTemplates=false</a>		
<b>Additional Information</b> (construction type, occupancy type, stories, building type, etc.) is complete on the application and listed on the plan.		Required
<b>Checklist Required:</b> Signed "New Residential" permit sufficiency checklist is uploaded (named AC.pdf) with the application.		Required

<b>Limited Power of Attorney Required:</b> If you are a contractor or agent applying for, communicating on behalf of and/or representing the homeowner or property owner for the purpose of this permit application, a notarized Limited Power of Attorney Form is required to be signed by the contractor/agent and the homeowner/property owner and uploaded in the CSS portal as part of your application. If you are the homeowner/property owner and applying for your own permit, please upload a blank page in the required "Limited Power of Attorney" box. <a href="https://www.itsmymaitland.com/428/Permit-Applications">https://www.itsmymaitland.com/428/Permit-Applications</a>		Required
<b>Site Permit:</b> If the scope of work requires site work, a site permit is required. <b>Note: Application will be found insufficient if a site permit is required and application has not filed.</b>		
<b>R.O.W. permit:</b> If the permit includes site work located in the R.O.W. (i.e. public property), a R.O.W. permit is required. <b>Note: The permit will be deemed insufficient if there is not an associated R.O.W. permit application submitted. Please note, this permit will not be approved until the R.O.W. permit is approved.</b>		
<b>Sub-trades:</b> If sub-trades are required per the description of work and plans; apply for applicable sub-trades after the creation of the primary permit. <b>Note: Sub-trade plans and documents are reviewed in the primary permit. The City does not require a sub-contractor at the time of sub-trade permit application . If the sub-contractor has not been acquired at the time of application, please enter "TBD" in lieu of the sub-contractor on the sub-trade permit. A hold will be placed on the sub-trade permit preventing issuance until we receive the sub-contractor information, which includes their certifications.</b>		
<b>NOC:</b> Copy of the recorded Notice of Commencement (if value is over \$5,000) is provided. If not, please indicate in the "If N/A Provide Reason" box that the NOC will be provided prior to first inspection.		
<b>Document Naming Convention:</b> Ensure all attachments are under proper naming convention as outlined on the City's website.		Required
<b>Product Approval: Provide</b> Florida Product Approvals and install guidelines for all windows/doors and install guidelines are either submitted or deferred.		
<b>Drainage Calculations:</b> Provide if applicable.		
<b>Energy Calculations:</b> Provide if applicable.		
<b>Deferred Submittal:</b> If items are being requested to be deferred (i.e. store front shop drawings, metal trusses, etc.), please list on the plan set and provide a request in writing to the Building Official to Sdavis@Cgasolutions.com.		

Certified Survey	Include a certified survey drawn to scale, entire property displayed, provides legal description, provides north arrow, existing structures, location of all easements and right-of-ways and label all streets.		
	Survey displays (if applicable) Normal High Water Elevation (NHWE) and the water setback from the NHWE.		
	Survey displays (if applicable) the 100 year flood line and flood zone category and wetlands delineated, if any.		
	<b>Formboard Survey:</b> verify that the concrete foundation will be in the correct location and provide a "Formboard Survey" to be presented to the City of Maitland before permission is granted to actually pour the foundation.		Required before Concrete Slab Inspection
	<b>Final Survey:</b> A final topographical survey that shows the location of all structures on a property including: roof height, floor level, position in relation to the boundaries, drainage/ stormwater, easements, and any encroachments onto the neighbouring properties.		Required before Final Building Inspection
Plan Set	<b>Combined Plan Set:</b> Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.		Required
	<b>Impact Fee Assessment:</b> Ensure the Impact Fee Assessment Table on the Site Plan or Cover Sheet. ( <b>Required for BLDR - New Construction, Modular or Relocation</b> ) The impact fee table can be found at <a href="https://www.itsmymaitland.com/428/Permit-Applications">https://www.itsmymaitland.com/428/Permit-Applications</a> .		
	<b>Site Plan:</b> is drawn to scale, entire property displayed and adjacent streets and water bodies are labeled.		
	<b>Site Plan:</b> shows north arrow, required yards and setback information		
	<b>Site Plan:</b> displays existing/proposed structures		
	<b>Site Plan:</b> shows location of mechanical equipment (e.g. A/C, pool equipment, generator)		
	<b>Site Plan:</b> displays lot coverage calculations including totals for lot coverage (roofed areas), hardscape (concrete and paver decks, driveways, sidewalks, patios) and permeable area (lawn and landscaped areas)		
	<b>Site Plan:</b> shows all driveways, walkways and all paved/ solid areas.		
	<b>Drainage Plan:</b> Include in the complete plan set. This must include existing and proposed elevations at all corners, intermediate elevations, elevations at curb (or centerline of road if no curb exists) and the existing and proposed finished floor elevations.		
	<b>Landscape Plan:</b> Include in the complete plan set.		

	<b>Sub-trades:</b> Plans provided for applicable trades are included in the combined plan set and named according to the required naming convention. Sub-trades may include, mechanical, electrical, plumbing, fire alarm, fire sprinkler, electric - low voltage, etc.		
	<b>Engineered Plan Set:</b> Plan sets submitted for eReview shall be digitally signed and sealed. Once the plans are approved through eReview, the City will electronically stamp the plan set, make the plan set available online and send an email request for approved plans to be on the job site. The City requires one approved plan set for the office and one for the job site. Please see our website for a full explanation of our sign and seal process. <a href="https://www.itsmymaitland.com/174/Building-Safety-and-Permitting">https://www.itsmymaitland.com/174/Building-Safety-and-Permitting</a>		
	<b>Do Not Submit Secured Plan Set:</b> Ensure plan set is not submitted in a secured state preventing the ability for staff review.		Required
By signing this application, I attest the information provided is complete and correct. In addition, I understand the information provided is used to calculate fees.			
	<b>Applicant's Printed Name</b>		
	<b>Site Address</b>		
	<b>Date Completed</b>		
	<b>Staff Reviewer Initials/Date:</b>		
	<b>Staff Comments:</b>		
Revised: 09/2023			

## Which sections are required based on the scope of work

Demolition Application Section

Scope of Work	I	II	III	IV	V
Demolition involves entire structure	✓	✓	✓	✓*	✓
Partial structure including exterior wall(s)	✓	✓	✓		✓
Interior demolition as part of renovation or addition**	✓	✓			✓

\* Section IV of the application is required if your property contains a grease trap or septic tank.

\*\* **Section V** is required for >4 dwelling units or > 1 home (residential) or render > 160 sq. ft. material friable









provided?

Section		
VI	VII	VIII
✓	✓	✓
✓	✓	✓
	✓	
(commercial).		