

To avoid any delays in processing, applicants are required to complete, sign and upload the Permit Checklist

Generator Permit Checklist

		ITEM	Included	If N/A Provide Reason
Application		Location: 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.). 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.	<input type="checkbox"/>	Required
		Description: Detailed description of work has been provided and is consistent with permit type and workclass.	<input type="checkbox"/>	Required
		Project Valuation: Provide the project valuation applicable to this permit. 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.	<input type="checkbox"/>	Required
		Contacts: Provided contact information for Applicant, Owner, Owner Builder or Contractor (i.e. name, address, phone and email).	<input type="checkbox"/>	Required
		Owner: Ensure the owner provided is consistent with the owner displayed on the Orange County Property Appraiser website. Note: If the property ownership has recently changed, please provide a warranty deed.	<input type="checkbox"/>	Required
		Owner Builder: When providing an Owner Builder, please provide a notarized Owner Builder Affidavit which can be found on the City's Website. https://www.itsmymaitland.com/428/Permit-Applications	<input type="checkbox"/>	
		Contractor: When providing a contractor, please provide the required documentation (i.e. license, general liability & worker comp. insurance, and BTR) is updated. 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". https://maitlandfl-energovpub.tylerhost.net/Apps/SelfService#/applicationAssistant?sectionName=All&moduleId=10&categoryName=All&showTemplates=false	<input type="checkbox"/>	
		Additional Information (construction type, occupancy type, stories, building type, etc.) is complete on the application and listed on the plan.	<input type="checkbox"/>	Required

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Documentation	Checklist Required: Signed " <u>Generator</u> " Permit Sufficiency Checklist is uploaded (named AC.pdf) with the application.	<input type="checkbox"/>	Required
	NOC: Copy of the recorded Notice of Commencement (if value is over \$2,500 most permits or \$7,500 for HVAC) is provided. If not, please indicate in the "If N/A Provide Reason" box that the NOC will be provided prior to first inspection.	<input type="checkbox"/>	
	Document Naming Convention: Ensure all attachments are under proper naming convention as outlined on the City's website.	<input type="checkbox"/>	Required
	Manual: Manufacturer's installation and instruction manual is included.	<input type="checkbox"/>	
Plan Set	Site Plan: is drawn to scale, entire property displayed and adjacent streets and water bodies are labeled.	<input type="checkbox"/>	
	Site Plan: shows north arrow, required yards and setback information	<input type="checkbox"/>	
	Site Plan: displays existing/proposed structures	<input type="checkbox"/>	
	Site Plan: shows location of generator	<input type="checkbox"/>	
	Site Plan: indicates the fuel source (i.e. gas, LP or diesel)	<input type="checkbox"/>	
	Plan Sheet: indicates KVA/KW rating of generator on the drawing or in a separate generator specification sheet.	<input type="checkbox"/>	
	Plan Sheet: indicates electrical load calculations and must declare calculations per NEC, Section 220.	<input type="checkbox"/>	
	Engineered Plan Set: Plan sets submitted for eReview shall not be signed and sealed. Plan submitted for eReview are required to submit (paper copy/hard copy) a signed and sealed (wet sealed or embossed) Professional Signature Submittal (PSS) letter, which identifies the plan sheets that will be signed and sealed by the architect/engineer at approval. 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 submitted to the City. Then, the plans will be downloaded by the applicant, printed, signed and sealed (wet sealed or embossed) by the architect/engineer of record. 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. https://www.itsmymaitland.com/174/Building-Safety-and-Permitting	<input type="checkbox"/>	
Do Not Submit Secured Plan Set: Ensure plan set is not submitted in a secured state preventing the ability for staff review.	<input type="checkbox"/>	Required	

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ITEM

Included

If N/A Provide Reason

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.

Applicant's Printed Name

Site Address

Date Completed

Staff Reviewer Initials/Date:

Staff Comments: