

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

Mechanical 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.		Required
	Description: Detailed description of work has been provided and is consistent with permit type and workclass.		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.		Required
	Contacts: Provided contact information for Applicant, Owner, Owner Builder or Contractor (i.e. name, address, phone and email).		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.		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		
	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		
	Additional Information (construction type, occupancy type, stories, building type, etc.) is complete on the application and listed on the plan.		Required

Sub-Trade Permit: If this is a sub-trade permit - STOP HERE-

Required documents: Provide a document with the primary permit number to refer the sufficiency review in place of our required documents.

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Documentation	Checklist Required: Signed <u>Mechanical</u> Permit Sufficiency Checklist is uploaded (named AC.pdf) with the application.	<input type="checkbox"/>	Required
	NOC: Copy of recorded Notice of Commencement (if value is over \$15,000) is provided. If not, please indicate in the "If N/A Provide Reason" box that the NOC will be provided prior to first inspection.	<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
Plan Set	Site Plan: Location of mechanical equipment is shown on a scaled survey with dimensions detailed (Exterior Only).	<input type="checkbox"/>	
	Combined Plan Set: Product specifications for lighting plans are provided on the plan or in a document.	<input type="checkbox"/>	
	Combined Plan Set: If duct work is in scope of work, duct work layout with sizes is provided and noted on the plan.	<input type="checkbox"/>	
	Combined Plan Set: If the work involves rooftop equipment's, attachment engineering is provided on the plan.	<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: