

New Commercial Building 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
	Square Footage of Building(s) provided.		
	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-energypub.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
	Checklist Required: Signed "New Commercial" permit sufficiency checklist is uploaded (named AC.pdf) with the application.		Required
	Limited Power of Attorney Required: 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. https://www.itsmymaitland.com/428/Permit-Applications		Required

	Site Permit: If the scope of work requires site work, a site permit is required. Note: Application will be found insufficient if a site permit is required and application has not been filed.		
	R.O.W. permit: If the permit includes site work located in the R.O.W. (i.e. public property), a R.O.W. permit is required. 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.		
	Sub-trades: If sub-trades are required per the description of work and plans; apply for applicable sub-trades after the creation of the primary permit. 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.		
	NOC: 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. https://www.itsmymaitland.com/428/Permit-Applications		
	Document Naming Convention: Ensure all attachments are under proper naming convention as outlined on the City's website.		Required
	Product Approval: Provide Florida Product Approvals and install guidelines for all windows/doors and install guidelines are either submitted or deferred.		
	Energy Calculations: Provide, if applicable.		
	Deferred Submittal: 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		
	Combined Plan Set: Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.		Required
Plan Set	Sub-trades: 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.		
	Impact Fee Assessment: Ensure the Impact Fee Assessment Table is on Cover Sheet of the Plan Set. (Required for New Construction). The impact fee table can be found at https://www.itsmymaitland.com/428/Permit-Applications .		
	Engineered Plan Set: 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. https://www.itsmymaitland.com/174/Building-Safety-and-Permitting		

	Do Not Submit Secured Documents: Ensure plan set or documents are 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.			
		Applicant's Printed Name	
		Site Address	
		Date Completed	
	Staff Reviewer Initials/Date:		
	Staff Comments:		
Revised: 09/2023			