

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. | <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 |
| | | Square Footage of Building(s) provided. | <input type="checkbox"/> | <input type="checkbox"/> |
| | | 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"/> | <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-energygovpub.tylerhost.net/Apps/SelfService#/applicationAssistant?sectionName=All&moduleId=10&categoryName=All&showTemplates=false | <input type="checkbox"/> | <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 | <p>Checklist Required: Signed "<u>New Commercial</u>" permit sufficiency checklist is uploaded (named AC.pdf) with the application.</p> | | | | Required |
| | <p>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.</p> | | | | |
| | <p>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.</p> | | | | |
| | <p>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.</p> | | | | |
| | <p>NOC: Copy of the recorded Notice of Commencement (if value is over \$2,500) 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</p> | | | | |
| | <p>Document Naming Convention: Ensure all attachments are under proper naming convention as outlined on the City's website.</p> | | | | Required |
| | <p>Product Approval: Provide Florida Product Approvals and install guidelines for all windows/doors and install guidelines are either submitted or deferred.</p> | | | | |
| | <p>Energy Calculations: Provide, if applicable.</p> | | | | |
| | <p>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 aframe@itsmymaitland.com.</p> | | | | |

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| Plan Set | <p>Combined Plan Set: Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.</p> | | <input type="checkbox"/> | Required |
| | <p>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.</p> | | <input type="checkbox"/> | |
| | <p>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.</p> | | <input type="checkbox"/> | |
| | <p>Sustainability Points: Ensure the proposed table demonstrating how the application plans to meet the minimum number of sustainability points required per Section 5.12 of the City's Land Development Code (LDC) is on the Cover Sheet of the Plan Set (Required for New Construction and expansion/alterations over 50% of the building's gross floor area over the five years prior to submission of this permit).</p> | | <input type="checkbox"/> | |
| | <p>Sustainability Incentive Points: Ensure the proposed table demonstrating how the application plans to meet the minimum number of Sustainable Development Incentive points required per Section 5.13 of the City's Land Development Code (LDC) is on the Cover Sheet of the Plan Set .</p> | | <input type="checkbox"/> | |
| | <p>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</p> | | <input type="checkbox"/> | |
| | <p>Do Not Submit Secured Documents: Ensure plan set or documents are not submitted in a secured state preventing the ability for staff review.</p> | | <input type="checkbox"/> | 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.

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| Applicant's Printed Name | | |
| Site Address | | |
| Date Completed | | |
| Staff Reviewer Initials/Date: | | |
| Staff Comments: | | |
| | | |

Please note, if demolition work is part of the scope, a separate demolition permit will be required to be submitted along with this application. The table below depicts the sections of the demolition permit needing completed based on the scope of work.

| Which sections are require based on the scope of work provided? | | | | | | | | |
|--|---------------------------------------|----|-----|----|---|----|-----|------|
| Scope of Work | Demolition Application Section | | | | | | | |
| | I | II | III | IV | V | VI | VII | VIII |
| 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 (commercial). | | | | | | | | |