

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

Short-Term Rental 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
	displayed on the Orange County Property Appraiser website. Note: If the property ownership has recently changed, please provide a warranty deed.		Required
Additional Information	A copy of the required posting located on the back of or next to the main entrance door or on the refrigerator.		
	Proof that either the Owner is a permanent resident of either the proposed short-term rental unit or a dwelling within the same duplex, triplex or quadplex as the proposed short-term rental unit.		
	Proof of liability insurance coverage on the short term rental		
	Signed and notarized affidavit verifying notice of the short term rental has been provided to property owners within five hundred feet (500') and a copy of the notice sent to the property owners.		
	Checklist Required: Signed <u>Short-Term Rental Permit Sufficiency Checklist</u> is uploaded (named AC.pdf) with the application.		
Plan Set	Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.		
	Sketch or Survey drawn to scale indicating all structures, pools, fencing, and uses, including areas provided for off-street parking.		
	Ensure plan set is not submitted in a secured state preventing the ability for staff review.		

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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: