

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

## Sign Permit Checklist

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

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	ITEM	Included	If N/A Provide Reason
Documentation	<b>Checklist Required:</b> Signed <u>Sign</u> Permit Sufficiency Checklist is uploaded (named AC.pdf) with the application.	<input type="checkbox"/>	Required
	<b>NOC:</b> 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"/>	
	<b>Document Naming Convention:</b> Ensure all attachments are under proper naming convention as outlined on the City's website.	<input type="checkbox"/>	Required
	<b>Illuminated Signs:</b> Illuminated Signs are required to provide a Electrical Sub-Trade Permit. If applicable, the Sign permit shall not pass sufficiency prior to the submission the electrical permit.	<input type="checkbox"/>	
Certified Survey	<b>Freestanding Signs:</b> A survey is provided which is drawn to scale, entire property displayed, provides legal description, provides north arrow, existing structures, location of all easements and right-of-ways and label all streets.	<input type="checkbox"/>	
Plan Set	<b>Combined Plan Set:</b> Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.	<input type="checkbox"/>	
	<b>Engineered Plan Set:</b> 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. <a href="https://www.itsmymaitland.com/174/Building-Safety-and-Permitting">https://www.itsmymaitland.com/174/Building-Safety-and-Permitting</a>	<input type="checkbox"/>	
	<b>Do Not Submit Secured Documents:</b> Ensure plan set or documents 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:**