

Temporary Sign 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
	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
	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		
Documentation	Checklist Required: Signed <u>Temporary Sign Permit Sufficiency Checklist</u> 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
	Document Naming Convention: Ensure all attachments are under proper naming convention as outlined on the City's website.		Required
Plan Set	Site Plan: Provide a site plan that is drawn to scale, displaying sign locations in relation to property lines and setback.		
	Elevations provide the number of signs, sign dimensions, sign copy area, and duration of any proposed temporary signs.		

P	Do Not Submit Secured Documents: Ensure plan set or documents is 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				

