

Waterfront Permit Checklist

ITEM	Included	If N/A Provide Reason
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-energovpub.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
Demolition Checklist (if required): A complete and signed demolition checklist is required when demolition is included in the scope of work or plan set. Refer to the scope of work table on the demolition checklist, found on the City's website; for applicable sections. https://www.itsmymaitland.com/428/Permit-Applications		

Documentation	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
	Checklist Required: Signed "Waterfront" permit sufficiency checklist is uploaded (named AC.pdf) with the application.		Required
	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.		
	Sub-trade(s): If sub-trade(s) are required, place a "Hold Permit Issuance" on the primary permit (i.e. BLDC) with a note. (STAFF)		
	Example Hold: Site Permit approval required prior to approval of BLDC and sub-trade permits.		
	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.		
	Document Naming Convention: Ensure all attachments are under proper naming convention as outlined on the City's website.		Required
	Product Approvals: Provide Florida product approvals for the underlayment, shingles (or other roof covering).		
Survey	Shoreline Vegetation: As part of a waterfront structure permit application, shorelines that do not meet the vegetation standards of section 8-14 of the Maitland City Code shall be required to be planted with native aquatic species so that no more than fifty (50) feet, or fifty (50) percent (whichever is less) of the shoreline remains clear of vegetation.		Required
	Survey: Include a certified survey 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.		
	Survey: displays (if applicable) Normal High Water Elevation (NHWE) and the water setback from the NHWE.		
	Survey: displays (if applicable) the 100 year flood line and flood zone category.		

Certified Survey Survey: Piling location survey certified by the contractor, or a piling location survey prepared by a registered land surveyor, to provide evidence of proper piling location. The piling survey shall include the lake elevation (NHWE), the finish floor elevation of the waterfront Structure(s), piling layout with clearly indicated measurements of the side yard setbacks, boat dock length and distance into the water body measured from a permanent reference point. This document must be approved by the city prior to proceeding with the decking or framing. any deviation from this procedure, due to individual construction methods, must be approved in advance by the city.		
		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 Comments:	Staff Reviewer Initials/Date:

Revised: 09/2023