

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

Commercial/Residential Building Alteration 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

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Documentation	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		
	Checklist Required: Signed " <u>Alteration</u> " permit sufficiency checklist is uploaded (named AC.pdf) with the application.		Required
	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.		
	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.		
	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.		
	Document Naming Convention: Ensure all attachments are under proper naming convention as outlined on the City's website.		Required
	Product Approval: Provide Florida Product Approvals and install guidelines for all windows/doors and install guidelines are either submitted or deferred.		
	Energy Calculations: Provide, if applicable.		

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Plan Set	Combined Plan Set: Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.		Required
	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		
	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).		
	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.		
	Deferred Submittals: Plan provides a listing of all approved deferred submittals, if applicable. Please list on the plan set and provide a request in writing to the Building Official to aframe@itsmymaitland.com .		
	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.		
	Do Not Submit Secured Plan Set: Ensure plan set is not submitted in a secured state preventing the ability for staff review.		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:

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**	✓	✓			✓		✓	
<small>* 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).</small>								