

# Demolition Permit Checklist

	ITEM	Included	If N/A Provide Reason
	<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:</b> 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
	<b>Description:</b> Detailed description of work has been provided and is consistent with permit type and workclass.		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:</b> If the property ownership has recently changed, please provide a warranty deed.		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:</b> 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". <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
Documentation	<b>Checklist Required:</b> Signed " <u>Demolition</u> " Permit Sufficiency Checklist is uploaded (named AC.pdf) with the application.		Required
	<b>Limited Power of Attorney Required:</b> 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. <a href="https://www.itsmymaitland.com/428/Permit-Applications">https://www.itsmymaitland.com/428/Permit-Applications</a>		Required

<b>Plan Set</b>	<b>NOC:</b> 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.		
	<b>Document Naming Convention:</b> Ensure all attachments are under proper naming convention as outlined on the City's website.		Required
	<b>Demolition Plan:</b> Scope of Work must be outlined on drawings. Plans are to show all buildings to be removed.		
	<b>Demolition Plan:</b> Demo plan must indicate how occupied areas will be separated from the construction work area(s). <b>(Commercial Interior Only)</b>		
	<b>Engineered Plan Set:</b> Plan sets submitted for eReview shall be digitally signed and sealed. 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 on the job site. 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>		
	<b>Demolition or Asbestos Removal:</b> Submit a copy of the Notice of Demolition or Asbestos Renovation form that was submitted to FDEP. This form is available by visiting chrome-extension://efaidnbmnnibpcajpcglclefindmkaj/https://floridadep.gov/sites/default/files/dep62_257_900%281%29.pdf.		
<b>Do Not Submit Secured Plan Set:</b> Ensure plan set is not submitted in a secured state preventing the ability for staff review.			
<b>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.</b>			
	<b>Applicant's Printed Name</b>		
	<b>Site Address</b>		
	<b>Date Completed</b>		
	<b>Staff Reviewer Initials/Date:</b>		
<b>Staff Comments:</b>			

Revised: 01/2024

**Please see the below Demolition Checklist and complete. You can refer to the chart below on Page 1 of 8 for the required sections to be completed along with your application. Once complete, please upload to meet your checklist requirements.**



Please note: The Fire Department sometimes uses abandoned buildings that are undergoing demolition for training purposes. To find out if your building can be used for such purposes, please contact the Division Chief of Training at (407) 539-6225.

## City of Maitland Demolition Checklist

The Demolition checklist is required for any project with demolition in the scope of work. See the applicable portions of the checklist per your scope of work in the table below.

**Demolition defined by the Florida Building Code:** “to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed that will produce materials to be disposed...”. (2020 FBC. 7th Edition, Section 105.1)

### Do I need a Demolition Permit?

- ✓ **YES** – Applicants, who select to demolish a structure or portions of a structure, prior to the submission of construction plans, are required to apply for a “stand-alone” demolition permit prior to conducting work.
- ✓ **NO, CHECKLIST ONLY** – Applicants, who prefer to submit construction plans through a building permit (e.g. Building – Alteration/Remodel/Repair) and await building permit issuance, are only required to fill-out the applicable portions of the Demolition checklist and upload during the [online application process](#). Note: The submission of the Demolition checklist is in addition to all permit requirements identified in the corresponding checklists found on our [website](#).

### Which sections of the Demolition checklist is applicable per my scope of work?

The City of Maitland requires a minimum amount of information for any permit activity that involves demolition as part of the scope of work. The following table depicts the sections of the Demolition checklist required to be submitted along with your permit:

Scope of Work	Demolition Checklist 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**	✓	✓			✓		✓	

\* 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).

# City of Maitland

## Demolition Checklist

### The Demolition Permit Process

#### Demolition Application

When an applicant select to demolish a structure or portions of a structure, prior to the submission of construction plans, the submission of a Demolition Application and Checklist through our [online application process](#).

#### Sufficiency Review

Upon receipt of the application, our staff will review the application to ensure the permit is appropriate per the scope of work and materials submitted satisfy our requirements.

#### Plan Review & Approval

Then, our plans examiners will review the submission for compliance with the local, state and federal requirements.

#### Permit Issuance

Upon approval from the plans examiner, the fees will be invoiced. Once the fees have been paid in full, the permit will be issued.

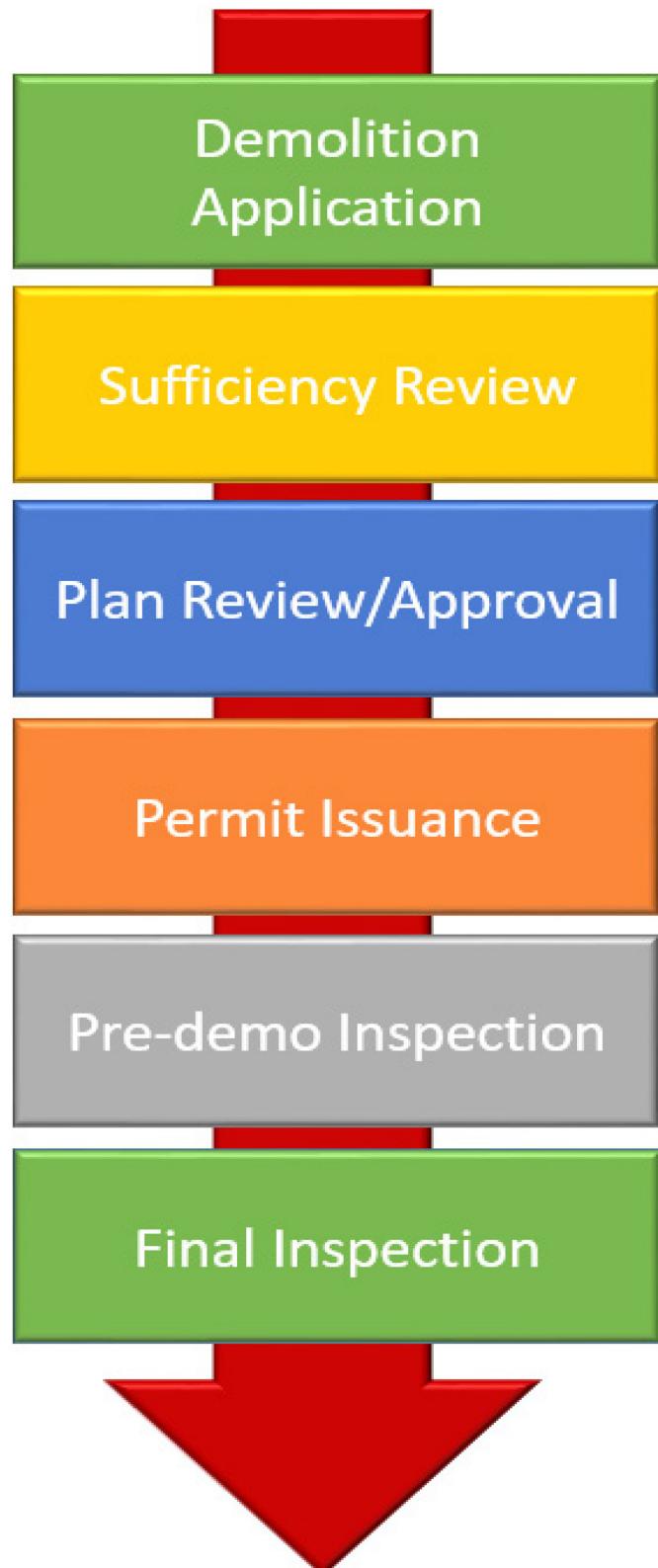
#### Pre-demo Inspection

After permit issuance, the Contractor is to disconnect and prep the site for demolition. An inspection will be scheduled to verify compliance.

#### Final Inspection

After demolition and removal of debris has been completed, the contractor shall request final inspection. The inspector will verify all work has been completed.

**Note: The Contractor is responsible to comply with all local, state and federal requirements.**  
The City of Maitland has provided the Demolition Application and Checklist to ensure compliance with local requirements and the Florida Building Code. It is the contractor's responsibility to comply with all local state and federal requirements.



## City of Maitland Demolition Information

Applicants are required to sign at the end of this form indicating acknowledgement of the submittal requirements. Please upload this document, including the signature page, along with your digital application.

Should you have any questions or need assistance with the building permit application process, please contact the Maitland Building Division at 407.539.6150.

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### I. Property Information

Site Address \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of work: \_\_\_\_\_

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Building Structure to be demolished: Residential  Commercial  Other

Demolition work consists of: Whole Structure  Partial Structure Involving Exterior Work

Construction Type: Brick  Concrete Block  Wood Frame  Tilt Wall

Other \_\_\_\_\_

Demolition Plan Provided (Commercial Demolition Only): Yes  No  n/a

Are any trees being removed? Yes  No

If you are removing trees, a tree removal permit is required. Have you applied for one? Yes  No

### II. Applicant/Contractor Information

Company: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

License #: \_\_\_\_\_ Date of Demolition: \_\_\_\_\_

## PRE-DEMOLITION CHECKLIST

### III. Utility Disconnects (Please indicate any existing utilities exist which require disconnect)

• Water	Required <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
• Sewer	Required <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
• Electric	Required <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
• Gas	Required <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
• Phone	Required <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
• Other _____	Required <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

### IV. Health Department Requirements

(Initials) Prior to start of demolition or renovation work contact the Health Department at (407) 858-1497 ex. 2282 or ext. 2289 for septic tankfilling and removal or grease trap removal requirements.

### V. Environmental Protection Department Requirements

(Initials) Prior to start of demolition or renovation work contact the Orange County Environmental Protection Division (EPD) at (407) 836-1400 for demolition and asbestos removal notification requirements. A copy of Orange County's Demolition and Asbestos Renovation Guidance and FDEP Notice of Demolition or Asbestos Renovation forms are attached for your convenience.

### VI. Erosion and Sediment Control & Tree Protection Requirements

(Initials) Prior to start of demolition or renovation work erosion and sediment control and tree protection must be installed (if applicable).

### VII. Notice of Commencement

(Initials) Owner furnished equipment and materials must be included in Estimated Construction Cost. If the estimated cost of this job is greater than \$5,000 a certified copy of the recorded Notice of Commencement must be filed with Permitting Services prior to scheduling your first inspection.

### VIII. Rodent Control Certification

(Initials) A Rodent Control Certificate must be submitted by a pest control operator certified in the State of Florida certifying the absence of rodents or that all rodents have been eradicated.

### IX. Fire Department Notification

The Fire Department sometimes uses abandoned buildings that are undergoing demolition for training purposes. If intested, please contact the Division Chief of Training at (407) 539-6225.

*As the applicant, I confirm that the application requirements above have been met and required documentation has been or will be provided (if applicable) prior to any demolition (if any items are not applicable, please place "n/a" next to your initials). I also acknowledge that is my responsibility as the contractor/applicant/owner to comply with all utility disconnects, septic, erosion & sedimentation control and asbestos removal/disposal requirements per local, state or federal laws. Contractor/applicant/owner shall defend, indemnify and hold harmless the City Maitland (the "City") and all of the City's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of contractor/applicant/owner, its officers, agents or employees in performance or nonperformance of its obligations under the this demolition application in accordance with 768.28, Florida Statutes.*

/

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature/Date

## **City of Maitland Demolition**

### **Indemnity & Hold Harmless**

Contractor/applicant/owner shall defend, indemnify and hold harmless the City Maitland (the "City") and all of the City's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of contractor/applicant/owner, its officers, agents or employees in performance or nonperformance of its obligations under this demolition application. Contractor/applicant/owner recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the City when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida.

This clause shall survive the termination of this demolition application. Compliance with any insurance requirements required elsewhere within this demolition application shall not relieve contractor/applicant/owner of its liability and obligation to defend, hold harmless and indemnify the City as set forth in this article of the demolition application.

Nothing herein shall be construed to extend the City's liability beyond that provided in section 768.28, Florida Statutes.

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Applicant Name

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Applicant Signature/Date



**ENVIRONMENTAL PROTECTION DIVISION**  
**Lori Cunniff, CEP, CHMM, Deputy Director**  
**Community, Environmental and Development Services Department**  
800 Mercy Drive, Suite 4  
Orlando, FL 32808-7896  
407-836-1400 • Fax 407-836-1499  
www.ocfl.net

### Demolition and Asbestos Renovation Guidance

#### **What Buildings Are Subject:**

Essentially all buildings are subject to the Environmental Protection Agency (EPA) Asbestos National Emissions Standards for Hazardous Air Pollutants (NESHAP) Regulations with the exception of some single family residences. Single-family residences that are going to be burned, have been used as a business, or are part of a larger project including other houses or businesses on the same site are subject to the Asbestos NESHAP Regulations. Contact Orange County Environmental Protection Division (EPD) at 407-836-1400 prior to utilizing the Residential Building Exemption.

#### **Requirements:**

All subject buildings must be "thoroughly inspected" for the presence of asbestos. This generally requires an asbestos survey by a Florida licensed asbestos consultant.

**All subject demolitions** (removal of a load bearing structural member) **must submit** an original *Notice of Demolition or Asbestos Renovation* form (see link below). Notices should be submitted to the district or county where the project is located (see the second link below to the state-wide Asbestos NESHAP Contacts). Here in Orange County, notices are to be sent to the Orange County EPD, 800 Mercy Dr., Suite 4, Orlando, FL, 32808. A *Notice of Demolition or Asbestos Renovation* form is required for a subject demolition even if no asbestos is found in the building. In addition, any regulated asbestos containing material (RACM) found in the building would need to be abated by a Florida licensed asbestos contractor prior to the demolition.

**All subject renovations** (no load bearing removal) **must submit** a *Notice of Demolition or Asbestos Renovation* form if over 160 square feet or 260 linear feet of RACM are to be abated. Again, notices should be submitted to the district or county where the project is located.

All *Notice of Demolition or Asbestos Renovation* forms must be submitted **at least 10 working days prior to the start of any renovation or demolition activities.**

**For your convenience, links are provided below for forms and additional information. For questions or comments, please contact the EPD Air Quality Management section at 407-836-1400.**

#### **Links:**

<http://www.floridadep.org/air/rules/forms/asbestos.htm> Notice of Demolition or Asbestos Renovation Form

<http://www.dep.state.fl.us/Air/emission/asbestos.htm> Frequently Asked Questions, Frequently Asked Roofing Questions, State Wide Asbestos Contact Map

<http://www.epa.gov/asbestos/> EPA Asbestos Information

<http://ts.nist.gov/Standards/scopes/plmtm.htm> NVLAP Directory of Accredited Laboratories

<http://www.epa.gov/fedrgstr/EPA-AIR/1995/July/Day-28/pr-859.html> Asbestos NESHAP Clarification of Intent for Residential Building Exemption

[http://www.access.gpo.gov/nara/cfr/waisidx\\_01/40cfr61\\_01.html](http://www.access.gpo.gov/nara/cfr/waisidx_01/40cfr61_01.html) 40 CFR, Part 61, Subpart M



Florida Department of  
**Environmental Protection**  
Division of Air Resource Management

DEP Form 62-257.900(1)  
Effective 10-12-08  
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## NOTICE OF DEMOLITION OR ASBESTOS RENOVATION

**TYPE OF NOTICE** (CHECK ONE ONLY):

ORIGINAL

REVISED

CANCELLATION

COURTESY

**TYPE OF PROJECT** (CHECK ONE ONLY):

DEMOLITION

RENOVATION

IF DEMOLITION, IS IT AN ORDERED DEMOLITION?

YES  NO

IF RENOVATION:

IS IT AN EMERGENCY RENOVATION OPERATION?

YES  NO

IS IT A PLANNED RENOVATION OPERATION?

YES  NO

**I. Facility Name** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Site \_\_\_\_\_ Consultant Inspecting Site \_\_\_\_\_

Building Size \_\_\_\_\_ (Square Feet) # of Floors \_\_\_\_\_ Building Age in Years \_\_\_\_\_

Prior Use:  School/College/University  Residence  Small Business  Other \_\_\_\_\_

Present Use:  School/College/University  Residence  Small Business  Other \_\_\_\_\_

**II. Facility Owner** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**III. Contractor's Name** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Is the contractor exempt from licensure under section 469.002(4), F.S.?  YES  NO

**IV. Scheduled Dates:** (Notice must be postmarked 10 working days before the project start date)

Asbestos Removal (mm/dd/yy) Start: \_\_\_\_\_ Finish: \_\_\_\_\_ Demo/Renovation (mm/dd/yy) Start: \_\_\_\_\_ Finish: \_\_\_\_\_

**V. Description** of planned demolition or renovation work to be performed and methods to be employed, including demolition or renovation techniques to be used and description of affected facility components. \_\_\_\_\_

Procedures to be Used (Check All That Apply):

<input type="checkbox"/>	Strip and Removal	<input type="checkbox"/>	Glove Bag	<input type="checkbox"/>	Bulldozer	<input type="checkbox"/>	Wrecking Ball
<input type="checkbox"/>	Wet Method	<input type="checkbox"/>	Dry Method	<input type="checkbox"/>	Explode	<input type="checkbox"/>	Burn Down
OTHER: _____							

**VI. Procedures for Unexpected RACM:** \_\_\_\_\_

**VII. Asbestos Waste Transporter:** Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**VIII. Waste Disposal Site:** Name \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**IX. RACM or ACM:** Procedure, including analytical methods, employed to detect the presence of RACM and Category I and II nonfriable ACM.

Amount of RACM or ACM\*

\_\_\_\_\_ square feet surfacing material

\_\_\_\_\_ linear feet pipe

\_\_\_\_\_ cubic feet of RACM off facility components

\_\_\_\_\_ square feet cementitious material

\_\_\_\_\_ square feet resilient flooring

\_\_\_\_\_ square feet asphalt roofing

**X. Fee Invoice Will Be Sent to Address in Block Below: (Print or Type)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

\*Identify and describe surfacing material and other materials as applicable: \_\_\_\_\_

I certify that the above information is correct and that an individual trained in the provisions of this regulation (40 CFR Part 61, Subpart M) will be on-site during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.

(Print Name of Owner/Operator) \_\_\_\_\_ (Date) \_\_\_\_\_

(Signature of Owner/Operator) \_\_\_\_\_ (Date) \_\_\_\_\_

**DEP USE ONLY** Postmark/Date Received ID# \_\_\_\_\_

## Instructions

The state asbestos removal program requirements of s. 376.60, F.S., and the renovation or demolition notice requirements of the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, Subpart M, as embodied in Rule 62-257, F.A.C., are included on this form.

Check to indicate whether this notice is an original, a revision, a cancellation, or a courtesy notice (i.e., not required by law). If the notice is a revision, please indicate which entries have been changed or added.

Check to indicate whether the project is a demolition or a renovation.

If you checked demolition, was it **ordered** by the State or a local government agency? If so, in addition to the information required on the form, the owner/operator must provide the name of the agency ordering the demolition, the title of the person acting on behalf of the agency, the authority for the agency to order the demolition, the date of the order, and the date ordered to begin. A copy of the order must also be attached to the notification.

If you checked renovation, is it an **emergency renovation operation**? If so, in addition to the information required on the form, the owner/operator must provide the date and hour the emergency occurred, the description of the sudden, unexpected event, and an explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden. If you checked renovation and it is a **planned renovation operation**, please note that the notice is effective for a period not to exceed a calendar year of January 1 through December 31.

- I. Complete the facility information. This section describes the facility where the renovation or demolition is scheduled. This address will be used by the Department inspector to locate the project site. Provide the name of the consultant or firm that conducted the asbestos site survey/inspection. For "prior use" check the appropriate box to indicate whether the prior use of the facility is that of a school, college, or university; residence, as "residential dwelling" is defined in Rule 62-257.200, F.A.C.; small business, as defined in s. 288.703(1), F.S.; or other. If "other" is checked, identify the use. Please follow the same instructions for "present use."
- II. Complete the facility owner information.
- III. Complete the contractor information.
- IV. List separately the scheduled start and finish dates (month/day/year) for both the asbestos removal portion of the project and the renovation or demolition portion of the project.
- V. Describe and check the methods and procedures to be used for a planned demolition or renovation. Include a description of the affected facility components. (Note: The NESHAP for asbestos, which is adopted and incorporated by reference in Rule 62-204.800, F.A.C., requires obtaining Department approval prior to using a dry removal method in accordance with 40 CFR section 61.145(3)(c)(i).)
- VI. Describe the procedures to be used in the event unexpected RACM is found or previously nonfriable asbestos material becomes crumbled, pulverized, or reduced to powder after start of the project.
- VII. Complete the asbestos waste transporter information.
- VIII. Complete the waste disposal site information.
- IX. List the amount of RACM or ACM of each type of asbestos to be removed. (Note: A volume measurement of RACM off facility components is **only** permissible if the length or area could not be measured previously.) Identify and describe the listed surfacing material and other listed materials as applicable.
- X. Provide the address where the Department is to send the invoice for any fee due. Do not send a fee with the notification. The fee will be calculated by the Department pursuant to Rule 62-257.400, F.A.C.

Sign the form and mail the original to the district or local air program having jurisdiction in the county where the project is scheduled (**DO NOT FAX**). The correct address can be obtained by contacting the State Asbestos Coordinator at: Department of Environmental Protection, Division of Air Resources Management, 2600 Blair Stone Road, Tallahassee, FL 32399-2400.