

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

Fence & Wall Permit Checklist

	ITEM	Included	If N/A Provide Reason
Any fence located in front yards, 48" height limit or approved variance must be included			
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
	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
Documentation	Checklist Required: Signed <u>Fence & Wall Permit Sufficiency Checklist</u> is uploaded (named AC.pdf) with the application.	[]	Required
	NOC: Copy of 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
	Hold Harmless: Provide a hold harmless document for structure in Easement, notarized and attached.	[]	Required

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	ITEM	Included	If N/A Provide Reason
Certified Survey	<p>Survey: Include a certified survey drawn to scale, entire property displayed including property lines, provides north arrow, dimensions, existing structures, pools and measurements (height and length) of proposed fence or wall. Location of NHWL and wetlands, if applicable.</p>	<input type="checkbox"/>	Required
Plan Set	<p>Combined Plan Set: If concrete or CMU wall is proposed, footing and wall engineering must be provided. Engineered drawing shall not be signed and sealed until the plans are approved and stamped by the City. At this time, you will receive an email requesting the Professional Signature Submittal (PSS) sheet(s) and the approved (City stamped) plan set that is signed and sealed by the architect/engineer.</p>	<input type="checkbox"/>	
	<p>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</p>	<input type="checkbox"/>	
	<p>Do Not Submit Secured Documents: Ensure plan set or documents is not submitted in a secured state preventing the ability for staff review.</p>	<input type="checkbox"/>	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:		