

City of Maitland - Community Development
Building Safety & Code Compliance Division

Phone#: 407-539-6248

Address: 1776 Independence Lane, Maitland, FL 32751

Fax#: 407-539-6275

RESIDENTIAL SUBMITTAL CHECKLIST

Directions: Indicate the items that are in the package by either clicking the box if on the computer or by placing a check mark if on paper. Leave boxes blank that are not needed or do not apply. We **DO NOT** take faxed applications.

Paperwork:

Application properly completed with all the information filled in on all pages including the "description of work." Owner and contractor signature on 3rd page must be notarized. Provide a contact person, a daytime phone number, a fax number, and an e-mail address if possible

A Certified Notice of Commencement

A Power of Attorney (if applicable)

*** An application fee (cash or check only) is required for all New, Addition and Alteration permits with plans.**

Zoning:

4 sets of site plans for **(NEW or ADDITIONS ONLY)**

Interior Alterations **DO NOT** require site plan

Site plan or survey must measure to the scale noted. (Anything that has been faxed will have distortion and cannot be used; it will not measure to scale in all directions.)

All property lines must be shown and dimensioned accurately and measure to scale as noted.

Plan or survey must be accurate and include all existing and proposed structures and above ground improvements.

Highlight the area of construction on the plan or survey. Show all proposed work clearly on the plans showing accurate dimensions that measure to scale.

Show North arrow Label all streets Include Legal description Locate all easements and right-of-ways Show required yards and setback info Mark all elevations views from grade to highest point of the roof

When square footage of a structure is changed: signed and sealed calculations of the lot area, lot coverage (roofed area), and permeable area must be given.

The distance from the proposed work to the affected property lines must be clearly dimensioned on the plan.

Show the location of the A/C unit (s) Show the location of the pool equipment Show driveway, walkways, and all paved areas.

Public Works contact Yvonne @ 407-448-4580 and Lakes Management contact Paul Ritter @ 407-539-

6203

Show new 5' wide sidewalk within the right-of-way (if one does not currently exist) when submitting a permit for a structure used for human habitation or the conduct of business or commercial activity.

Lake property must show the location of the "control water elevation level" with elevation noted.

Grading and drainage plan indicating (existing and proposed) elevations at all corners, intermediate elevations, and the existing and proposed finished floor elevations.

Checklist for submitting construction building plans:

4 complete sets of building plans (**NEW OR ADDITION ONLY**)

3 complete sets of building plans (**INTERIOR ALTERATIONS ONLY**)

Minimum of 11" x 17" size sheets, minimum of 1/8th scale, with a Design statement including the code, edition, section, and design standard utilized. Plan sheets shall be signed with Raised Seal by Designed Professional, or exemptions allowed per Sec. R301 Florida Building Code 5th Edition (2014) or FS481.229 or FS471.003.

All structural calculations including: Ultimate & nominal design, wind speed, mph, risk category, and construction type. Wind exposure - the wind exposure and. The applicable internal pressure co-efficient. Components and Cladding. The design wind pressures in terms of PSF (kN/m²), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional. Flood design data as applicable.

Plans shall be specific to this project, the use of "or equal," generic details, or quoting a code section for compliance will not be acceptable & will be cause for denial of permit.

Two sets of the installation documents for all openings in structure and shall have the design pressures shown on the floor plan next to the opening with the specific identifier for the product used.

For site built assemblies the designer of record shall provide the attachment and construction requirements on the plans or as an attachment.

Foundation plan with details Floor plans with accessible door to bathroom Fire resistant construction (if required). Egress window size & location.

Layout and specifications for headers for all openings.

Truss layouts with identifiers and connectors clearly labeled, or if conventionally-framed show layout with lumber size, grade, species, spacing, & uplifts with connectors.

Two sets of raised seal truss profiles, or if conventionally framed, two sets of raised seal calculations.

Specific details for stairs, handrails, chimney framing, and gable end bracing, shear-wall calculations, etc. Wall sections for all different types and heights of walls with size, grade, species of material and all connectors with manufacturer's model # and fasteners listed.

Three sets of signed Florida energy calculations per Florida Building Code 5th Edition (2014) - Energy Conservation.

Plumbing plans w/ fixture locations, piping, & plumbing riser (isometric drawing).

Electrical plans with device, circuit, panel locations, meter riser diagram, smoke detector locations, and load calculations.

Mechanical: layout showing method of return air flow from each room or area.

Low voltage layout with device and panel locations.

Notes & additional information: