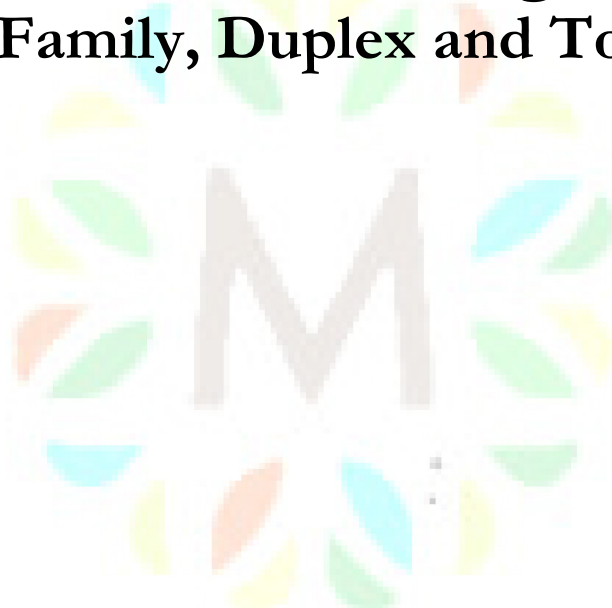


City of Maitland

Community Development Department

Residential Building Permit

(Single-Family, Duplex and Townhomes)



OVERVIEW

The following guide applies to applications and plans submitted for permitting. These are minimum guidelines only. The information requested may not be sufficient to obtain a permit or construct the building. However, due to the project scope and complexity, professional judgment must be exercised to reflect sufficient documentation necessary for plan approval and permitting. Incomplete plans may not be accepted for review.

Plans are currently reviewed using the most recently adopted edition of the Florida Building Code, which is modeled after the International Building Code. Plan review personnel may provide some general guidance but they cannot provide you with specific design solutions.

The Florida Building Codes are available [online](#). Permit applications and forms can also be found on the Community Development Department's page on the City of Maitland website.

Applicants are required to sign at the end of this form indicating acknowledgement of the submittal requirements. Please upload 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.

RESIDENTIAL BUILDING PERMITS

NEW RESIDENTIAL BUILDINGS AND ADDITIONS PLANS SUBMITTAL REQUIREMENTS: The following checklist is to be used for the review of all new residential construction as applicable to your project. Plans must be complete relative to the requirements listed below when submitted for permit review. Incomplete plans may be returned without a review plans or otherwise put on hold pending submittal of a complete application package. You will be notified if this is the case. The requirements as listed below are divided into Site/Civil, General Requirements, Architectural, Structural, Plumbing, Mechanical, Electrical and Fire Protection. Applicants are required to sign at the end of this form indicating acknowledgement of the submittal requirements. If there are items that are not applicable to your specific scope of work, please indicate so in the box provided on the signature portion of this document.

GENERAL REQUIREMENTS

- An original permit application must be completed in its entirety and must accompany each package of drawings to be submitted for review.
- The permit application must indicate construction cost of all on site improvements.
- Name and address of the person who prepared the plans and specifications, plan name and number.
- Plans must reference the current code cycle.
- All structural sheets that are sealed, need to be dated and signed by the design professional (Engineer or Architect). The date should be within the current code cycle.
- Drawings must be clear, legible and to scale. 1/4" scale is preferred; 1/8" will be accepted. Drawings that do not meet these requirements will be returned.
- Drawings must be understandable, design intentions must be clear; options not being built need to be marked out, no mirror image elevations or floor plans. Drawing sets with multiple options and details not marked out will be rejected.
- Each discipline plan set shall include a symbols legend defining all symbols used.
- All plans must be dated and signed by the designer. Professional seals, when applicable to the project, must appear on each sheet and must be signed and dated by the designer. All electronic submittals/resubmittals requiring a professional seal must be accompanied by an original (wet signature) *Professional Signature Submittal* form submitted in person or sent via mail to 1776 Independence Lane, Maitland, Florida 32751.

SITE PLAN

A site plan or property layout depicting, at minimum, the following:

- Pre/Post Impervious Surface Ratio (ISR) and Lot Coverage.
- Show new 5' wide sidewalk within the right-of-way (or existing if one 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", 100-year flood elevation, and Normal High Water Elevation, with elevation's noted.

- Provide summary of tree species, count and caliper of trees to demonstrate compliance with minimum requirements of Maitland City Code section 8-12 (1) and (2) --applies to new, additions, and alterations exceeding construction value of \$2,000. General landscape requirements are found in MCC section 8-8)
- Grading and drainage plan indicating (existing and proposed) elevations at all corners, intermediate elevations, and the existing and proposed finished floor elevations.
- Grading and drainage plan must clarify direction of flow, no direct flow allowed to any body of water or to any adjacent properties.
- Provision shall be made to retain the first half-inch of rain water on lake-front properties.

PROPERTY SURVEY

A recent property survey (drawn to scale) by a FL licensed surveyor depicting, at minimum, the following:

- North arrow
- Scale and dimensions.
- Plan or survey must be accurate and include all existing and proposed structures and above ground improvements.
- Legal description of property.
- All property lines must be shown and dimensioned accurately and measure to scale as noted.
- Label all streets (adjacent roads and rights-of-way widths).
- Highlight the area of construction on the plan or survey. Show all proposed work clearly on the plans.
- Location of all easements (including width dimensions and book and page numbers) and right-of-ways.
- Required yards and setback information.
- Water body/ wetland delineations (including required buffers).
- Mark all elevations views from grade to highest point of the roof.
- When square footage of a structure is changed or added: signed and sealed calculations of the lot area, lot coverage (roofed area), and permeable area must be given.
- Distance from the proposed work to the affected property lines must be clearly dimensioned on the plan.
- Location of the A/C unit(s).
- Location of the pool equipment.
- Location of driveway, walkways, and all paved areas.

ARCHITECTURAL PLANS

Architectural Plans with the following information must be provided as the information may relate to the particular project.

1. Cover Sheet

- Name of Project.
- Design professional name, address, number.
- Index of plan sheets with description.
- List of codes used in the design process.

- Proposed occupancy classification.
- Type of construction, FBC Table 500.
- Threshold building designation (if applicable).
- Proposed square footages of building footprint, floors, covered entries/porches.
- When applicable, a statement that the site and building(s) comply with Fair Housing Act.
- Any other information helpful to the permitting/inspection process.

2. Project Plan

- Provide plans for all floors being built. All rooms and spaces must be labeled, all plumbing fixtures and kitchen appliances located.
- Show square footage on plans for all areas.
- Dimensioned plans should include sizes for all doors, windows, hallways, and landings.
- Show all stair widths, stairs to meet R311.5.
- Ceiling height must be noted, indicate sloped ceiling areas and heights.
- Roof type, slopes, overhangs, etc.
- Locate all chimneys and fireplaces, compliance with Chapter 10 of the Residential code, and or manufactures instructions required on site.
- Exterior elevations to show all four sides, no mirror images, mean roof height noted on plans.
- Floor plans with accessible door to bathroom, minimum 29" clear opening
- Egress window size & location.
- Two sets (one set if digital plan submittal) 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.

3. Structural Foundation Plan

- 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
 - Flood resistant construction (if required).
 - Flood design data as applicable
- Type of foundation
 - Crawlspace vented Crawlspace closed

- Continuous masonry foundation
- Monolithic slab • Basement
- Pier footings
- Deck footing size & spacing
- Vapor barrier
- Anchor bolt/strap type & location
- Water proofing & damp proofing
- Crawlspace access & vent location
- Crawlspace vent calculation
- Closed crawlspace details
- Girder size & type Point loads
- Framing Plans for each floor and roof:
 - Floor joist size/span/species
 - Ceiling joist size/span/species
 - Girder, LVL
 - Truss, I Joist
 - Cantilever
 - Headers, trimmers, etc. for all openings.
 - Stud, stud columns, post
 - Wall bracing per R602.10.
 - Shear walls
 - Wall & roof sheathing
 - Wall, ceiling & floor insulation
 - Rafter size/span/species
 - Purlin
 - Ridge beam or board
 - Collar ties
 - Roof valley, hip, slope
 - Shear-wall calculations
 - 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.

4. Truss Information

- Roof Framing Plan with Truss I.D. No. and Manufacturer's Name.
- Detail of all Truss Splices, Connections, Plate Sizes and Hangers.
- Show all Trusses including Gable Bracing and Bridging.
- Conventionally-framed show layout with lumber size, grade, species, spacing, & uplifts with connectors. If conventionally framed, two sets of raised seal calculations (one set of sealed calculations if submitted electronically).
- Specific details for stairs, guardrails and handrails
- Chimney framing with all attachment details, must include all flashing details for roof area.
- Gable end bracing details

- Designer of record must determine location of bearing and orientation of trusses. Girder truss bearing locations must be noted.
- Truss Plans Reviewed and Stamped Approved by Responsible Design Professional.

5. Drawing Details

- Wall sections
- Anchor bolt detail
- Slab & footing details
- Braced wall panels
- Flitch beams
- Engineered connections, etc.

6. Other Information

- Smoke detectors and C.O. detectors per R313.
- Garage/House separation per code R309.
- Egress requirements per R310, R311.
- Florida Product Approval numbers and documentation including engineering and install requirements for doors, windows, garage doors, roof coverings, etc.
- All construction must meet the provisions of the current Florida Residential Code for one and two family dwellings, current FL Plumbing Code, the current FL Electrical Code, and the current FL Mechanical Code.
- Compliance with the FL Energy Code, and all appropriate REScheck compliance information, must meet fenestration requirements. Fenestration calculations listed on plans. Provide signed Florida energy calculations per Florida Building Code 6th Edition (2017) – Energy Conservation

7. Townhomes

- Include all fire-rated assembly details being used.
- Show on plans where the rated assemblies are located, ex. 1-hr wall, 2-hr wall, rated soffit, etc.
- Provide rated details for all parts of the structure that are with-in 3' of a property line.
- Rated wall assemblies at off-set roofs, need to be supported below by rated wall assemblies.
- Show mean roof height.

ELECTRICAL PLANS

Electrical plans with the following information must be provided as the information relates to the particular project:

- Engineer signed/sealed plans if required by F.S. 471.003.
- Device, circuit, panel and appliance locations.
- Smoke detector locations.
- Metering equipment and diagram.

- Load calculations
- For all new buildings, additions and any alteration valued over 50% of the assessed value, the electrical service must be underground.

PLUMBING PLANS

Plumbing plans with the following information must be provided as the information relates to the particular project:

- Location of Fixtures.
- Location of all pipes and sizing.
- Location of plumbing riser (isometric drawing).
- Water heater location, installation detail, size, thermal expansion control, safety pan.

MECHANICAL PLANS

Mechanical plans with the following information must be provided as the information on the plans relates to the particular project.

- Mechanical floor plans must be provided for each floor.
- The layout must show all duct sizing and show method of return air flow from each room or area must be clearly labeled and delineated on the drawings.
- Location of all interior and exterior mechanical equipment

GAS PLANS

Gas plans with the following information must be provided as the information relates to the particular

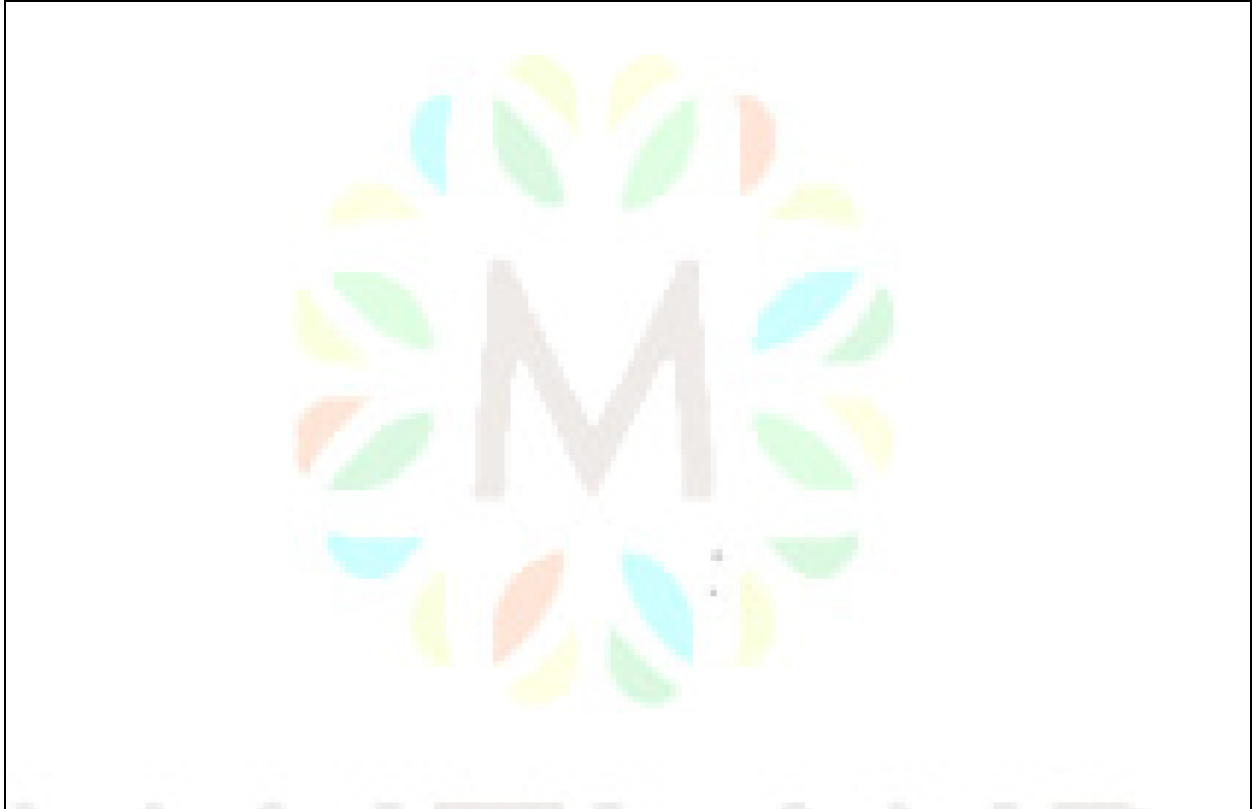
- Gas piping isometric plan (with type of gas used) including Btu demand of appliances, pipe sizes, materials and lengths, etc.
- All information to account for code requirements as called out in chapter 4 of the FFGC.

IRRIGATION PLANS

Irrigation plans with the following information must be provided as the information relates to the particular

- Layout with location of zones, buildings, meter, backflow preventer, piping, etc.
- Control valve, sprinkler description or detail.
- Pipe sizes, sleeves.
- Well location, pump details.
- Controller and rain sensor.
- Pipe sizes, sleeves.

As the applicant, I confirm that the application requirements above have been provided. Please indicate any items deemed not applicable and provide an explanation in the space provided below. If you need more space, please attach as a separate document:



Permit Number

Project Name or Address

Applicant Name

Applicant Signature/Date