

Special Event 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.		
	General description of work has been provided and is consistent with permit type and workclass.		
	Contact Information is complete (name, address, phone and email).		
	All contractor information is provided and the required documentation (i.e. license, liability & worker comp. insurance, or BTR) is updated.		
Additional Information			
	Ensure all attachments are under proper naming convention as outlined on the City's website.		
	Checklist Required: Signed <u>Special Event</u> Permit Sufficiency Checklist is uploaded (named AC.pdf) with the application.		
	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 a required R.O.W. permit.		
Certified Survey			
Plan Set	If the event is a race (i.e. 5K) approved route is provided.		
Applicant Initials/Date:			
Staff Reviewer Initials/Date:			
Staff Comments:			