

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

Short-Term Rental Permit Checklist

	ITEM	Included	If N/A Provide Reason
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.	<input type="checkbox"/>	Required
	Description: Detailed description of work has been provided and is consistent with permit type and workclass.	<input type="checkbox"/>	Required
	Project Valuation: Provide the project valuation applicable to this permit. Note: Projects with multiple permits will need to breakdown the project valuation and apply specific valuations for each permit that equal the total project valuation.	<input type="checkbox"/>	Required
	Contacts: Provided contact information for Applicant, Owner, Owner Builder or Contractor (i.e. name, address, phone and email).	<input type="checkbox"/>	Required
	displayed on the Orange County Property Appraiser website. Note: If the property ownership has recently changed, please provide a warranty deed.	<input type="checkbox"/>	Required
Additional Information	A copy of the required posting located on the back of or next to the main entrance door or on the refrigerator.	<input type="checkbox"/>	
	Proof that either the Owner is a permanent resident of either the proposed short-term rental unit or a dwelling within the same duplex, triplex or quadplex as the proposed short-term rental unit.	<input type="checkbox"/>	
	Proof of liability insurance coverage on the short term rental	<input type="checkbox"/>	
	Signed and notarized affidavit verifying notice of the short term rental has been provided to property owners within five hundred feet (500') and a copy of the notice sent to the property owners.	<input type="checkbox"/>	
	Checklist Required: Signed <u>Short-Term Rental Permit Sufficiency Checklist</u> is uploaded (named AC.pdf) with the application.	<input type="checkbox"/>	
Plan Set	Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.	<input type="checkbox"/>	
	Sketch or Survey drawn to scale indicating all structures, pools, fencing, and uses, including areas provided for off-street parking.	<input type="checkbox"/>	
	Ensure plan set is not submitted in a secured state preventing the ability for staff review.	<input type="checkbox"/>	

Short-Term Rental Permit Checklist

ITEM

Included

If N/A Provide Reason

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: