

Site Construction Permit Checklist

ITEM

Included

If N/A Provide Reason

Pass Through Fees: Site Construction Permits incur additional pass through fees. If you are unsure whether there is an active pass through fee account set up for the site, you will need to contact the Community Development Department to verify or to set up a new PTF account

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
	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.		Required
	Square Footage of Building(s) provided.		
	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		

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Application	Additional Information (construction type, occupancy type, stories, building type, etc.) is complete on the application and listed on the plan.		Required
	Application Fee: 1% of the total site development, excluding building costs, (minimum \$100) due at time of submittal.		Required
	Pass Through Fee: A pass through fee deposit of \$5,000 is required prior to passing sufficiency and being routed for staff review. If you are unsure whether there is an active pass through fee account set up for the site, you will need to contact the Community Development Department to verify or to set up a new PTF account.		
Additional Information	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.		
	Ensure all attachments are under proper naming convention as outlined on the City's website.		
	Checklist Required: Signed <u>Site Construction</u> Permit Sufficiency Checklist is uploaded (named AC.pdf) with the application.		
	Drainage calculations are provided		
	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	Include a certified survey drawn to scale, entire property displayed, provides legal description, provides north arrow, existing structures, location of all easements and right-of-ways and label all streets.		
	Survey displays (if applicable) Normal High Water Elevation (NHWE) and the water setback from the NHWE.		
	Survey displays (if applicable) the 100 year flood line and flood zone category.		
Plan Set	Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.		
	Engineered Plan Sets: Initial plan sets (architect or engineer) 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.		
	Ensure plan set is not submitted in a secured state preventing the ability for staff review.		

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Plan Set	Impact Fee Assessment: Ensure the Impact Fee Assessment Table is on Cover Sheet of the Plan Set. (Required for BLDR - New Construction, Modular or Relocation, or; BLDC - New Construction, Addition or Alteration/Remodel)		
	Plan is drawn to scale, entire property displayed and adjacent streets and water bodies are labeled.		
	Plan shows north arrow, required yards and setback information		
	Plan displays existing/proposed structures		
	Plan displays lot coverage calculations including totals for lot coverage (roofed areas), hardscape (concrete and paver decks, driveways, sidewalks, patios) and permeable area (lawn and landscaped areas)		
	Plan shows all driveways, walkways and all paved/ solid areas		
	Plan includes a drainage Plan which declares elevations		
	Site Revision: If the application is for a site revision, ensure a comment response letter is included with the submittal		
	Site Revision: If the application is for a site revision, ensure any revisions are noted by using revision clouds on all plans.		

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 Initials:
	Date:
	Staff Reviewer Initials:
	Date: