

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

Stream-lined 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
	Square Footage of Building(s) provided.	<input type="checkbox"/>	
	Contacts: Provided contact information for Applicant, Owner, Owner Builder or Contractor (i.e. name, address, phone and email).	<input type="checkbox"/>	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.	<input type="checkbox"/>	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	<input type="checkbox"/>	
	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-energygovpub.tylerhost.net/Apps/SelfService#/applicationAssistant?sectionName=All&moduleId=10&categoryName=All&showTemplates=false	<input type="checkbox"/>	
Additional Information (construction type, occupancy type, stories, building type, etc.) is complete on the application and listed on the plan.	<input type="checkbox"/>	Required	

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Documentation	Checklist Required: Signed " <u>Stream-lined</u> " permit sufficiency checklist is uploaded (named AC.pdf) with the application.	<input type="checkbox"/>	Required
	NOC: Copy of the recorded Notice of Commencement (if value is over \$2,500 most permits or \$7,500 for HVAC) is provided. If not, please indicate in the "If N/A Provide Reason" box that the NOC will be provided prior to first inspection.	<input type="checkbox"/>	
	Document Naming Convention: Ensure all attachments are under proper naming convention as outlined on the City's website.	<input type="checkbox"/>	Required
	Product Approval: Provide Florida Product Approvals and install guidelines for all windows/doors and install guidelines are either submitted or deferred. Note: Required submission for HVAC, Re-roof, and Doors & Windows.	<input type="checkbox"/>	
	HVAC Change-out: Declare size of units and whether new condenser unit is a size for size replacement and going in the same place as the old condenser unit.	<input type="checkbox"/>	
	Pressure Test Affidavit: If this is a residential re-pipe, in lieu of building department inspection, contractor must provide test affidavit signed by owner to building division once completed. (Water Repipe Only) https://www.itsmymaitland.com/428/Permit-Applications	<input type="checkbox"/>	
STOP HERE --- If you meet the criteria below for over-the-counter permits. --- STOP HERE			
Over-the-Counter Permits	<ul style="list-style-type: none"> • ELER – Panel Change-out and Meter Box Change-out; with a scope of work that is like for like. • ELER - Temp Pole/Power • PLUR– Repipe • PLUR – Water Heater (Electric Only) • MECR/MECC – HVAC Change-out; with a scope of work for the same size and location, up to 5 tons and under 2,000 CFM. • RFR – Reroof (Asphalt Only); If scope of work with skylights, tile or metal requires a review. • MISC – Door/Windows 		
Note: Please provide the additional information below if your scope of work does not conform to the description of over-the counter permit as listed above, if applicable.			

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	ITEM	Included	If N/A Provide Reason
Plan Set	Combined Plan Set: If duct work is in scope of work, duct work layout with sizes is provided and noted on the plan. (HVAC Only)		
	Combined Plan Set: Location of mechanical equipment is shown on a scaled survey with demensions detailed. (HVAC Only)		
	Combined Plan Set: Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.		
	Combined Plan Set: Riser Diagram and location of equipment. (Water Heater - Gas Only)		
	Manufacture Installation Instructions: Provide if applicable. (Water Heater - Gas Only)		
	Combined Plan Set: Electrical load calculations are done and provided per NEC 220 (ELER - Meter Box/Panel Only)		
	Combined Plan Set: Electrical one-line is provided on the plan. (ELER - Meter Box/Panel Only)		
	Engineered Plan Set: Plan sets submitted for eReview shall not be signed and sealed. Plan submitted for eReview are required to submit (paper copy/hard copy)a signed and sealed (wet sealed or embossed) Professional Signature Submittal (PSS) letter, which identifies the plan sheets that will be signed and sealed by the architect/engineer at approval. Once the plans are approved through eReview, the City will electronically stamp the plan set, make the plan set available online and send an email request for approved plans to be submitted to the City. Then, the plans will be downloaded by the applicant, printed, signed and sealed (wet sealed or embossed) by the architect/engineer of record. The City requires one approved plan set for the office and one for the job site. Please see our website for a full explanation of our sign and seal process. https://www.itsmymaitland.com/174/Building-Safety-and-Permitting (HVAC Only)		
Do Not Submit Secured Plan Set: Ensure plan set is not submitted in a secured state preventing the ability for staff review.		Required	
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:			