

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

Temporary Sign 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
	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
	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	<input type="checkbox"/>	
Documentation	Checklist Required: Signed <u>Temporary Sign</u> Permit Sufficiency Checklist is uploaded (named AC.pdf) with the application.	<input type="checkbox"/>	Required
	Document Naming Convention: Ensure all attachments are under proper naming convention as outlined on the City's website.	<input type="checkbox"/>	Required
Plan Set	Site Plan: Provide a site plan that is drawn to scale, displaying sign locations in relation to property lines and setback.	<input type="checkbox"/>	
	Elevations provide the number of signs, sign dimensions, sign copy area, and duration of any proposed temporary signs.	<input type="checkbox"/>	
	Do Not Submit Secured Documents: Ensure plan set or documents is not submitted in a secured state preventing the ability for staff review.	<input type="checkbox"/>	Required

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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: