

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

Waterfront Permit Checklist			
	ITEM	Included	If N/A Provide Reason
Application	<b>Location:</b> 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.). <b>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.</b>	[ ]	Required
	<b>Description:</b> Detailed description of work has been provided and is consistent with permit type and workclass.	[ ]	Required
	<b>Project Valuation:</b> Provide the project valuation applicable to this permit. <b>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.</b>	[ ]	Required
	<b>Square Footage</b> of Building(s) provided.	[ ]	[ ]
	<b>Contacts:</b> Provided contact information for Applicant, Owner, Owner Builder or Contractor (i.e. name, address, phone and email).	[ ]	Required
	<b>Owner:</b> Ensure the owner provided is consistent with the owner displayed on the Orange County Property Appraiser website. <b>Note: If the property ownership has recently changed, please provide a warranty deed.</b>	[ ]	Required
	<b>Owner Builder:</b> When providing an Owner Builder, please provide a notarized Owner Builder Affidavit which can be found on the City's Website. <a href="https://www.itsmymaitland.com/428/Permit-Applications">https://www.itsmymaitland.com/428/Permit-Applications</a>	[ ]	[ ]
	<b>Contractor:</b> When providing a contractor, please provide the required documentation (i.e. license, general liability & worker comp. insurance, and BTR) is updated. <b>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".</b> <a href="https://maitlandfl-energovpub.tylerhost.net/Apps/SelfService#/applicationAssistant?sectionName=All&amp;moduleId=10&amp;categoryName=All&amp;showTemplates=false">https://maitlandfl-energovpub.tylerhost.net/Apps/SelfService#/applicationAssistant?sectionName=All&amp;moduleId=10&amp;categoryName=All&amp;showTemplates=false</a>	[ ]	[ ]
	<b>Additional Information</b> (construction type, occupancy type, stories, building type, etc.) is complete on the application and listed on the plan.	[ ]	Required

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	ITEM	Included	If N/A Provide Reason
Documentation	<p><b>Demolition Checklist</b> (if required): A complete and signed demolition checklist is required when demolition is included in the scope of work or plan set. Refer to the scope of work table on the demolition checklist, found on the City's website; for applicable sections. <a href="https://www.itsmymaitland.com/428/Permit-Applications">https://www.itsmymaitland.com/428/Permit-Applications</a></p>		
	<p><b>Checklist Required:</b> Signed "<u>Waterfront</u>" permit sufficiency checklist is uploaded (named AC.pdf) with the application.</p>		Required
	<p><b>Sub-trades:</b> If sub-trades are required per the description of work and plans; apply for applicable sub-trades after the creation of the primary permit.  <b>Note: Sub-trade plans and documents are reviewed in the primary permit. The City does not require a sub-contractor at the time of sub-trade permit application . If the sub-contractor has not been acquired at the time of application, please enter "TBD" in lieu of the sub-contractor on the sub-trade permit. A hold will be placed on the sub-trade permit preventing issuance until we receive the sub-contractor information, which includes their certifications.</b></p>		
	<p><b>Sub-trade(s):</b> If sub-trade(s) are required, place a "Hold Permit Issuance" on the primary permit (i.e. BLDC) with a note. (STAFF)  <b>Example Hold:</b> Site Permit approval required prior to approval of BLDC and sub-trade permits.</p>		
	<p><b>NOC:</b> Copy of the 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.</p>		
	<p><b>Document Naming Convention:</b> Ensure all attachments are under proper naming convention as outlined on the City's website.</p>		Required
	<p><b>Product Approvals:</b> Provide Florida product approvals for the underlayment, shingles (or other roof covering).</p>		
	<p>application, shorelines that do not meet the vegetation standards of section 8-14 of the Maitland City Code shall be required to be planted with native aquatic species so that no more than fifty (50) feet, or fifty (50) percent (whichever is less) of the shoreline remains clear of vegetation.</p>		Required

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	ITEM	Included	If N/A Provide Reason
Certified Survey	<b>Survey:</b> 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.		
	<b>Survey:</b> displays (if applicable) Normal High Water Elevation (NHWE) and the water setback from the NHWE.		
	<b>Survey:</b> displays (if applicable) the 100 year flood line and flood zone category.		
	<b>Survey:</b> Piling location survey certified by the contractor, or a piling location survey prepared by a registered land surveyor, to provide evidence of proper piling location. The piling survey shall include the lake elevation (NHWE), the finish floor elevation of the waterfront Structure(s), piling layout with clearly indicated measurements of the side yard setbacks, boat dock length and distance into the water body measured from a permanent reference point. This document must be approved by the city prior to proceeding with the decking or framing. any deviation from this procedure, due to individual construction methods, must be approved in advance by the city.		
Plan Set	<b>Combined Plan Set:</b> Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.		
	<b>Combined Plan Set:</b> including site plans, survey elevations, and structural drawings. (1 Building file, 1 Lakes Management, 1 Orange County Property App,1 Contractor)		
	<b>Combined Plan Set:</b> Elevation of the top of seawalls shall be indicated on plans.		
	<b>Engineered Plan Set:</b> 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. <a href="https://www.itsmymaitland.com/174/Building-Safety-and-Permitting">https://www.itsmymaitland.com/174/Building-Safety-and-Permitting</a>		
	<b>Sub-trades:</b> Plans provided for applicable trades are included in the combined plan set and named according to the required naming convention. Sub-trades may include, mechanical, electrical, plumbing, roof, etc.		
	<b>Site Plan:</b> is drawn to scale, entire property displayed and adjacent streets and water bodies are labeled.		
	<b>Site Plan:</b> shows north arrow, required yards and setback information in relation to riparian property lines.		

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ITEM	Included	If N/A Provide Reason
<b>Site Plan:</b> displays existing/proposed structures including, the length and location of the proposed boat dock, boathouse, boat ramp, boardwalk, or seawall.	<input type="checkbox"/>	
<b>Site Plan:</b> The floor elevation of the proposed boat dock, and the floor and roof elevation of any boat house or any other structure connected to the dock, relative to the lake elevation (NHWE) listed in Table No 1. section 11-80 of this division.	<input type="checkbox"/>	
<b>Site Plan:</b> Location of floating turbidity barriers and upland erosion controls.	<input type="checkbox"/>	
<b>Site Plan:</b> shows all driveways, walkways and all paved/ solid areas.	<input type="checkbox"/>	
<b>Landscape Plan:</b> Include in the complete plan set.	<input type="checkbox"/>	
<b>Do Not Submit Secured Plan Set:</b> Ensure plan set is not submitted in a secured state preventing the ability for staff review.	<input type="checkbox"/>	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.**

<b>Applicant's Printed Name</b>		
<b>Site Address</b>		
<b>Date Completed</b>		
<b>Staff Reviewer Initials/Date:</b>		
<b>Staff Comments:</b>		