

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

## Chicken Keeping Permit Checklist

	ITEM	Included	If N/A Provide Reason
<b>Application</b>	<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>	<input type="checkbox"/>	Required
	<b>Description:</b> Detailed description of work has been provided and is consistent with permit type and workclass.	<input type="checkbox"/>	Required
	<b>Contacts:</b> Provided contact information for Applicant, Owner, Owner Builder or Contractor (i.e. name, address, phone and email).	<input type="checkbox"/>	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>	<input type="checkbox"/>	Required
<b>Additional Information</b>	A Certificate of successful completion of Chicken Care and Raising educational requirement is required and submitted.	<input type="checkbox"/>	
	Checklist Required: Signed <u>Chicken Keeping</u> Permit Sufficiency Checklist is uploaded (named AC.pdf) with the application.	<input type="checkbox"/>	
<b>Plan Set</b>	Plan Set submitted under property naming convention and all sheets are combined and submitted as one (1) pdf document.	<input type="checkbox"/>	
	Plan indicating chicken coop and pen dimensions, specifying construction materials, demonstrating tie-down methods, and demonstrating that the coop is covered ventilated and is impermeable to rodents, predators, and weather. Indicate screening proposed and space per chicken in coop.	<input type="checkbox"/>	
	Plan includes a scaled drawing of the lot on which the coop/pen are proposed with site dimensions provided. Required yards/setbacks, building locations, and proposed distance from any residential structure on an adjoining lot are indicated.	<input type="checkbox"/>	
	Ensure plan set is not submitted in a secured state preventing the ability for staff review.	<input type="checkbox"/>	

# Chicken Keeping 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: