



**FIRE RESCUE DEPARTMENT**  
**OFFICE OF THE FIRE MARSHAL**  
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## **PUBLIC INFORMATION NOTIFICATION FROM ORANGE COUNTY FIRE RESCUE DEPARTMENT**

### **Outdoor and Indoor Special Events, Carnivals, and Fairs**

Throughout the year, many organizations conduct special events that celebrate a holiday or event. The Orange County Fire Marshal's Office would like to remind each of you that the Florida Fire Prevention Code requires these events to be permitted and meet specific guidelines to provide a safe environment as outlined below:

- Submit a Special Event Permit Application to the Office of the Fire Marshal well in advance of the Special Event. It may be necessary to make changes and submit revisions, therefore submit the documents for review as soon as possible.
- Design documents for the Special Event must be reviewed and approved by the Fire Marshal prior to alterations to the structure or the public attending the Special Event.
- Design documents must indicate specific details for all Special Events that occur in or adjacent to a structure.
- An inspection of the permitted work or Special Event must be conducted by the Fire Marshal's Office prior to opening to the public.
- Orange County Fire Rescue Department personnel may be required to perform a fire watch during the event due to the nature of the event or hazards that are an inherent part of the event.
- All Life Safety Systems (fire alarm, automatic sprinkler system, etc) must be fully operational and tested in accordance with all applicable codes prior to the Special Event.

It is the desire of the Orange County Fire Marshal's Office to jointly work with you during this holiday season and in the future to ensure that a safe environment is provided to all those who wish to enjoy your organizations' activities. Please do not hesitate to contact me or my staff to assist with planning your Special Event.

