



Trade Show & Conventions Permit Application Process


With the recent upgrade to our Mobile Eyes system we would like to direct all Trade Show & Conventions permit applicants to create an account and upload their application and plans through the Contractor Permit Portal. The permit application, fee schedule and information for our online payment portal are available in the documents library for your use and below is the direct link where you can create an account.

http://www.mobile-eyes.com/PA_index.asp

STEP 1:

You must select Orange County Fire Rescue in the City/Dept: drop down box.

STEP 2:

Once you click on  (Start New Application) search for the address of the location where the event will be held: (LESS IS MORE WITH THIS PROGRAM: Start with just the numerical part of the address)

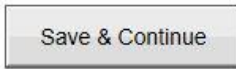
Address	Street	Zip Code
9939	Universal Boulevard	32819



STEP 3:

NO NEED TO UPDATE THE PROPERTY OWNER INFO

- Just click



STEP 4:

Please be sure to select from the **EXISTING** Occupant List the correct occupant will be based on your Event type and year:

Structure	Occupant	Suite	Comm/Res	Select
Rosen Shingle Creek	Building Shell		Commercial	Select <i>Shell</i>
Rosen Shingle Creek	2018 Laser Permits		Commercial	Select
Rosen Shingle Creek	2018 Open Flame		Commercial	Select
Rosen Shingle Creek	2018 Pyrotechnics		Commercial	Select
Rosen Shingle Creek	2018 Trade Shows		Commercial	Select
Rosen Shingle Creek	2019 Trade Shows		Commercial	Select
Rosen Shingle Creek	Micasa Tequilla		Commercial	Select
Rosen Shingle Creek	Open Flame		Commercial	Select

STEP 5:

When the pop up box ask Does... 2019 Trade Shows ...still occupy this space/suite?

CLICK **YES**



STEP 6:

Job Type: will be Fire Prevention Permits

Job Description: Enter the Event name as well as the date and time of the Event

Square Feet: 0 (Zero)

Project Cost: 0 (Zero)

STEP 7:

Upload:

- Completed Application
- Payment confirmation email
- Plans
- Any other supporting documents.

Upload Files:

All submittals require a completed application, payment confirmation email, plans and all other supporting documentation.

Browse...

Each file must be less than 2 GB File over 2GB? Try compress.smallpdf.com

-no uploaded files-

A complete set of plans is required for submittal.

At least one attachment required.

Your application is saved. Click Main Menu if you do not want to submit it yet.

Submit Application Main Menu Delete

Print Preview



Permit Application for Trade Shows & Conventions

(Permit Fee of \$91.00 Is Not Refundable Once The Application Has Been Processed)
 (Applicant Shall Provide Site and/or Floor Plans)

**Fee includes permit, permit review, and inspection when set-up during business hours. If outside our normal business hours, an afterhours inspection fee of \$222.00 will be charged.*

Applications must be submitted 21 days prior to the show or an additional Expedited Plans Review fee of \$221.00 will be charged.

Date: _____

Fire Dept. Permit # _____
 (Fire Dept. use only)

New Permit <input type="checkbox"/>	Correction to a Permit <input type="checkbox"/>	Revision to a Permit <input type="checkbox"/>
Trade Show: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Convention: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Vehicle: Yes <input type="checkbox"/> NO <input type="checkbox"/>
Are Open Flame Devices Being Used? (OCFRD Requires A Fire Department Fire Watch For Such Events) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be any Cooking: Yes <input type="checkbox"/> NO <input type="checkbox"/>		

Name of Event:	
Name of Facility:	
Ballroom Name:	
Address of Facility:	
Onsite Contact Person:	Cell #:

Application Submitted by (Company):		
Applicant Address:		
Account Exec. Name:	Account Exec. Email:	
Account Executive's Phone #:	Account Executive's Fax #:	
Fee Amount = \$91.00	Total Amount Paid:	Check #:
No Additional Fees Required For Corrections Or Revisions!		

Multi-Level Booth: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Covered Booth: Yes <input type="checkbox"/> NO <input type="checkbox"/> If Yes Size:		
Stage(s): *Yes <input type="checkbox"/> NO <input type="checkbox"/>	*If Yes; Stage Provided by:		
Signed & Sealed Engineer drawing must be provided if stage provided by 3 rd Party Vendor			
Set Up Date	From (Time): To (Time):		
Show Date	From (Time): To (Time):		
Number of Booths:	Size of Booths:	Booth Construction Pipe/Drape: <input type="checkbox"/>	Booth Construction Other: <input type="checkbox"/>
If other please describe:			
Facility/Show Manager's Signature:			

-----Office of the Fire Marshal Use Only -----

Reviewers Signature	Date:
Code Enforcement Standby Required (Based upon information disclosed @ time of application):	<input type="checkbox"/> Yes <input type="checkbox"/> No



Orange County Fire Rescue Department
Trade Show & Convention Application Checklist



Office of the Fire Marshal – 7079 University Boulevard – Winter Park, FL 32792
Phone: 407-836-0070 Fax: 407-836-8330

*****APPLICATIONS ARE REQUIRED TO BE SUBMITTED 21 DAYS PRIOR TO START OF EVENT*****

- Completed Application
 - Include set-up and start days and times for each separate room layout
 - Provide a production schedule for multiple days
 - Account Executive should be the on-site contact. Provide contact's cell phone for inspection.
- Permit Fee -payable to "Orange County Board of County Commissioners" for \$91.00
 - Inspections will be 1 hour prior to the start time of the event
 - If show start time is outside normal business hours (7:00am-3:30pm), an afterhours inspection fee of \$222.00 will be charged
- Include plans for each room setup. Plans shall include the following information:
 - All exits
 - All fire strobes including height on wall or if located on the ceiling
 - All fire extinguishers, & fire hose cabinets shall be indicated and unobstructed
 - All pipe & drape (indicate distances from wall and openings for fire protection equipment)
 - Baffles are not permitted (exits must be clear and unobstructed)
 - All measurements for aisles
- Additional items to include on plans
 - All motorized vehicles – shall comply with vehicle display guidelines
 - Covered Exhibits/Booths – if greater than 300 sqft, a fire watch will be required
 - Multi-level booths – signed & sealed engineer drawings with stair elevations. A fire watch will be required
 - Cooking or warming – provide details on appliances, what is being cooked/warmed, and where in the room. A fire watch may be required.
 - Cryogenic liquids - No tanks larger than 10 gallons are permitted. Tank must be secured.
 - Fog/Haze – A fire watch will be required when the Fire Alarm System is altered(placed in test/bypass or a zone is turned off) to accommodate the use of Fog/Haze
 - General assemblies greater than 200 will have fixed seats or seats attached together of at least 3
 - All exhibits, scenery, and decorations shall be non-combustible or flame retardant.
- Stages
 - Show stairs - All stairs require handrails - Show all handrails on plans
 - If stage is provided by a 3rd party vender include signed & sealed engineer drawings are required
- Pre-function Space
 - Show registration area or service desk
 - Show any Entrance Units (do not block any exits)
 - Show any tables, booths, and food & beverages
- Fire Watches – If required provide a request letter on the Venue's letterhead including:
 - Show name, Start and End Times, Reason for the Fire Watch and On-Site Contact Information.
 - Fire Watch start and end times (include 30 minutes before and finish 30 minutes after the show)
 - Four (4) Hour minimum Required for Fire Watch, \$208.00 for the first 4 hours.
 - Do Not Pay for Fire Watch until the Invoice is received from our office.
- Special Permitting & Inspections are required for:
 - Performance lasers
 - Aerial Fireworks
 - Open flames
 - Tents over 900 sqft





Now Available

E-Bill Express from Orange County Fire Rescue!

Below is the website for our new Payment Portal for all payments. Please submit the **email confirmation** (example attached) of payment along with your permit application.

Next to the **Payment Type** click on the symbol with the box and pencil to add your building permit # & if there is no building permit # include the project name and address.

Customer Name or Business Name <input type="text"/>	Primary Telephone Number <input type="text"/> <small>Mobile ▾</small>	Payment Amount \$ <input type="text"/>	Payment Type Select C ▾ 
First Name <input type="text"/> (optional)	Primary Email Address <input type="text"/>	Payment Method <input type="text"/> <small>▾</small>	<small>➕ Add A Payment Method</small>
Middle Name <input type="text"/> (optional)		Pay Date <input type="text"/> 4/24/2017 	
Last Name <input type="text"/> (optional)		Invoice Number (if applicable) <input type="text"/> (optional)	

Payments confirmed before 8:00 PM ET will be debited from your bank account or credit card on the same day. Payments confirmed after 8:00 PM ET will be debited from your bank account or credit card the following business day.

[Continue to Payment](#)

For your convenience you can make your secure payment

ONLINE using a credit card or funds withdrawn directly

from your bank account (ACH).



<https://ww2.e-billexpress.com/ebpp/OCFRDBillPay/>

From: OFMPermits@ocfl.net
Sent: Friday, June 02, 2017 1:00 PM
To: OFMPermits@ocfl.net
Subject: Your one-time Payment to Orange County Fire Rescue Department has been initiated

From: E-BillExpress@E-Billexpress.com
Date: June 2, 2017 at 9:42:25 AM EDT
To: OFMPermits@ocfl.net
Subject: Your one-time Payment to Orange County Fire Rescue Department has been initiated



Your One-time Payment to Orange County Fire Rescue Department is being processed.

Customer Name or Business Name: Orange County
BCC
Account Name: Orange County
BCC
Payment Account: Visa ****1234
Payment Amount: \$80.00
Total Amount: \$80.00
Creation Date: Friday, June 02, 2017
Payment Date: Friday, June 02, 2017

1 Item paid with this One-time Payment

Confirmation #	Customer Name or Business Name	Payment Amount	Payment Type	Additional Information
3008121234	Orange County BCC	\$80.00	01 - Permitting (OFM)	Fire Alarm System Permit

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, [click here](#) and review the Contact Us section on our web site.