



# ORANGE COUNTY FIRE RESCUE

## OFFICE of the FIRE MARSHAL

7079 University Blvd. Winter Park, FL 32792

Phone # 407-836-0004 Fax # 407-836-8330

Email application to: [OFMpermits@ocfl.net](mailto:OFMpermits@ocfl.net)



### Permit Application for Special Outdoor Event

(Permit fee of \$105.00 is Not Refundable Once the Application has been processed)

(Applicant shall provide a set of Plans [Include Site and/or Floor plans] and product submittal data with this Application)

Please fill in all questions on the application. If something does not apply mark N/A.

**Applications must be submitted 21 days prior to the event or an Expedited Plans Review fee of \$261.00 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"/>
<b>Corrections or Revisions: Please enter the Permit # and Date of the original submission here</b>		
Permit # : _____		Date: _____
NOTE: Corrections occur when a permit has been rejected and revisions occur when changes are made after a permit has been issued !		
ARE OPEN FLAME DEVICES BEING USED ? (OCFRD may require a FIRE WATCH for such events) YES <input type="checkbox"/> NO <input type="checkbox"/>		

Name of Event:
Name of Facility:
Address:
Contact Person:

Event Sponsor:	Email:		
Event Sponsor Address:			
Contact Person:	Phone # :	Fax # :	
Fee Amount = \$105.00	Total Amount Paid:	Check #:	Receipt #:
<b>No Additional Fees Required for Corrections</b>			

Set Up Date(s):	From (Time):	To (Time):	
Show Date(s):	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:			
Special permits required for:			
Event Sponsor's Signature:			

**NOTE: IF THE PERMIT IS TO BE MAILED, PLEASE PROVIDE A STAMPED/SELF ADDRESSED ENVELOPE.**

-----OFFICE OF THE FIRE MARSHAL USE ONLY-----

Reviewers Signature:	Date:
<b>Code Enforcement Standby Required</b> (Based upon information disclosed at time of application) :	
YES <input type="checkbox"/> NUMBER <input type="text"/> NO <input type="checkbox"/>	
<b>Trained Crowd Managers Required :</b> YES <input type="checkbox"/> NUMBER <input type="text"/> NO <input type="checkbox"/>	

**SPECIAL OUTDOOR EVENT PERMIT (continued)**

Hours of Event: \_\_\_\_\_

Description of Event (site plan **MUST** be attached \*) \_\_\_\_\_

Is this a Ticketed Event? **YES**  **NO**

Number of tickets to be sold: \_\_\_\_\_ **-or-** Number of persons expected to attend: \_\_\_\_\_

Is food to be sold or served? **YES**  **NO**

If **YES** will food be: **PREPARED AT EVENT**  **PRECOOKED**

Is alcohol being sold or served? **YES**  **NO**  If **YES**, provide copy of Alcohol Permit Application.

Will there be any fireworks or pyrotechnics? **YES**  (Additional permits required) **NO**

Will there be any street closures? **YES**  (Additional permits required) **NO**

How will the event area be blocked off? \_\_\_\_\_

Will there be any tents? **YES**  (Additional permits required) **NO**

If **YES** How many and what size(s)? \_\_\_\_\_

Will there be any stages? **YES**  If **YES** describe: \_\_\_\_\_ **NO**

(Sealed engineering plans required for stage construction)

**INFORMATION REQUIRED BY ZONING:**

TOTAL square footage of structure(s) on site: \_\_\_\_\_

Uses of structure(s) (i.e. shopping center, church, industrial, etc.): \_\_\_\_\_

Total number of parking spaces including handicap on site: \_\_\_\_\_

Total number of parking spaces to be used for the event: \_\_\_\_\_

## **SPECIAL OUTDOOR EVENT PERMIT (continued)**

**\*NOTE:** The site plan must include the following and **be to scale or dimensioned**

1. Show all locations of any fire hydrants on the property or any fire department connections to the building on the property.
2. Please describe any stage to be used. If building the stage, we require engineered approved plans. If a stage is being rented then most companies have the specs on their stages.
3. Show placement of all tents, tables, booths, etc.
4. Any area to be blocked off prohibiting vehicles and emergency equipment.
5. Explain how the area will be closed off to traffic and if closing the area show all entrances and exits.
6. Type of barricading to be used.
7. Parking area for attendees.

You must provide the following documents along with your site plan:

1. A completely filled out Permit Application for Special Outdoor Event form.
2. A notarized letter from the property owner granting permission for the event.
3. A payment receipt for the required permit fees.
  - a. \$105 application fee
  - b. \$261 late fee / expedited review fee (required if the application is submitted within 21 days of the event)
4. A copy of your alcohol permit if required.
5. Note if security, either private or law enforcement will be on site, this can either be a separate document or detailed on your site plan.





**\*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 show name and event date.

<b>Customer Name or Business Name</b> <input type="text"/>	<b>Primary Telephone Number</b> <input type="text"/> Mobile ▾	<b>Payment Amount</b> \$ <input type="text"/>	<b>Payment Type</b> Select C ▾ 
<b>First Name</b> <input type="text"/> (optional)	<b>Primary Email Address</b> <input type="text"/>	<b>Payment Method</b> <input type="text"/> ▾ <a href="#">Add A Payment Method</a>	
<b>Middle Name</b> <input type="text"/> (optional)		<b>Pay Date</b> 4/24/2017 	
<b>Last Name</b> <input type="text"/> (optional)		<b>Invoice Number (if applicable)</b> <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://www.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](mailto:E-BillExpress@E-Billexpress.com)  
**Date:** June 2, 2017 at 9:42:25 AM EDT  
**To:** [OFMPermits@ocfl.net](mailto: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)	Event Name and Date

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.