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)
STEP 3:

NO NEED TO UPDATE THE PROPERTY OWNER INFO

- Just click Save & Continue

STEP 4:

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

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.

A complete set of plans is required for submittal.
At least one attachment required.
Permit Application for Trade Shows & Conventions

(Permit Fee of $84.00 is not refundable once the application has been processed)
(Application 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 after-hours inspection fee of $204.00 will be charged.

Applications must be submitted 21 days prior to the show or an additional Expedited Plans Review fee of $203.00 will be charged.

Date: ______________________ Fire Dept. Permit #_______________________ (Fire Dept. use only)

<table>
<thead>
<tr>
<th>New Permit ☐</th>
<th>Correction to a Permit ☐</th>
<th>Revision to a Permit ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade Show: Yes ☐ NO ☐</td>
<td>Convention: Yes ☐ NO ☐</td>
<td>Vehicle: Yes ☐ NO ☐</td>
</tr>
</tbody>
</table>

Are Open Flame Devices Being Used? (OCFRD requires a fire department fire watch for such events) ☐Yes ☐No

Will there be any Cooking? ☐Yes ☐No

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 = $84.00 Total Amount Paid: Check #:

No Additional Fees Required For Corrections Or Revisions!

Multi-Level Booth: Yes ☐ NO ☐ Covered Booth: Yes ☐ NO ☐ If Yes Size:
Stage(s): *Yes ☐ NO ☐ *If Yes; Stage Provided by:

***Signed & Sealed Engineer drawing must be provided if stage provided by 3rd 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: ☐ Booth Construction Other: ☐
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): ☐Yes ☐No

NOTE: IF THE PERMIT IS TO BE MAILED, PLEASE PROVIDE A STAMPED SELF ADDRESSED ENVELOPE.
OCFRD Trade Show Permit Application Revised 10/01/2018
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***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 $84.00
  - Inspections will be 1 hour prior to the start time of the event
  - If show start time is outside normal business hours (7:00am-4:00pm), an afterhours inspection fee of $204.00 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 letterhead including:
  - Show name
  - Show start and end times
  - Fire Watch start and end times (include 30 minutes before and finish 30 minutes after the show)
  - Reason for fire watch

- 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.

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/
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

<table>
<thead>
<tr>
<th>Confirmation #</th>
<th>Customer Name or Business Name</th>
<th>Payment Amount</th>
<th>Payment Type</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>3008121234</td>
<td>Orange County BCC</td>
<td>$80.00/01 - Permitting (OFM)</td>
<td>Fire Alarm System Permit</td>
<td></td>
</tr>
</tbody>
</table>