Inspection Documentation

Inspection Type	Report Needed	Document Description
Underground Final	Contractors Material and Test Certificate for UG	Testing Certficate
Sprinkler Overhead Final	Contractors Material and Test Certificate for Overhead	Testing Certficate
Fire Alarm Initial	Test Letter	Testing Result/Report/Letter
Fire Alarm Final	Completion Report	Completion Report
Chemical Suppression Final	Wet Chemical System Acceptance Test Report	Testing Result/Report/Letter
Hydrant Final	Hydrant Flow Report	Testing Result/Report/Letter
Clean Agent Final	Acceptance Test Report	Testing Result/Report/Letter
DAS Final	Communication System Record of Completion and Testing Results	Completion Report & Testing Result/Report/Letter

In FAST TRACK

Document Type will always be Project Documentation

Document Description is EXTREMLY important as this information is what the system is searching for.

File Name Examples:

PD005-CompletionReport-JobName

PD006-TestCertificate-JobName

PD007-TestLetter-JobName

The prefix (PD) should be followed by a three-digit sequential number identifying the order of the files starting with 001, then 002, and so on for each file. You must label every file that you upload in sequential order and not skip or DUPLICATE any numbers.

OFFICE OF THE FIRE MARSHAL
7079 University Boulevard
Winter Park, Florida 32792
(407) 836-0070 Fax (407) 836-8330

After-Hours Inspection Request

Today's Date: _____

To request an after-hours inspection, a completed application must be submitted to the Office of the Fire Marshal **before 1:00pm on the day being requested**. The term after-hours means any time other than the normal working hours (Monday through Friday between 7:00 AM and 5:30 PM). Fees are $286 for the first 4 hours and any additional hour after the first 4 will incur an additional $53 per hour.

Email your request to FR-OFM-NCAdminStaff@ocfl.net or fax to 407-836-8330.

- **All inspection payments must be received prior the inspection or the inspection will be canceled**
- **Extra inspections/inspection length may not be added at the time of inspection**
  - **All inspections and their anticipated length are to be approved in advance, only**
- **Cancellations/rescheduling requests must be submitted to the OFM Office during normal business hours before the day of inspection to avoid a charge**

ONLY ONE PERMIT NUMBER PER FORM

Permit Number: _____ Job Name: _____

Select inspection type: ☐ Final ☐ TCO ☐ 590 Final ☐ Other (if approved): _____

Type of Inspection Needed: _____

Job Address: _____

Reason for After-Hours inspection: _____

Inspection Date: _____ Time: _____

Contact person and phone number during business hours: _____

After Hours person and phone number: _____

Payments should be made on the Orange County FastTrack System

https://fasttrack.ocfl.net/OnlineServices/

FOR OFFICE USE ONLY

Inspector assigned: _____

Approved by: _____

Date: _____

OFFICE OF THE FIRE MARSHAL
7079 University Boulevard
Winter Park, Florida 32792
(407) 836-0070 Fax (407) 836-8330

Engine Request Form

NOTE: This form must be completely filled out before submission, it must be submitted at least 5 days in advance, and payment must be received before the event can be scheduled.

Date of Request: _____ Permit (if applicable): _____

☐ Engine (fire protection system testing, standby during impairments, etc.)

☐ Brush Truck (special event standby, as dictated by permit)

Location Name: _____

Address: _____

Directions (if applicable): _____

Date Requested: _____ Start Time: _____ Total Estimated Time: _____

Contact: _____ Phone Number: _____

Reason for Engine or Brush Truck:

_____

_____

_____

Engine Standby Requirements:

- Number of FDC Ports: ☐ 2 ☐ 3 or ☐ 4
- Minimum Pressure Required:_____
- Gallons per minute (GPM) Required: _____

Engine Request Fees
First 4hrs = $1,488.00
Each additional hour = $374.00

Brush Truck Request Fees First
4 hrs = $835.00
Each additional hour = $210.00

Email completed forms to FR-OFM-NCAdminStaff@ocfl.net.

If you need to cancel this request please email the above address or contact the OFM Office 407-836-0070 at least one day prior to the event.

FOR OFFICE USE ONLY

☐ Request Form ☐ Payment

☐ Sent to Ops ☐ Date Assigned/Master Calendar

☐ Inspection Required - Yes or No