Orange County Outdoor Public Assembly, Special Event and Block Party Definitions

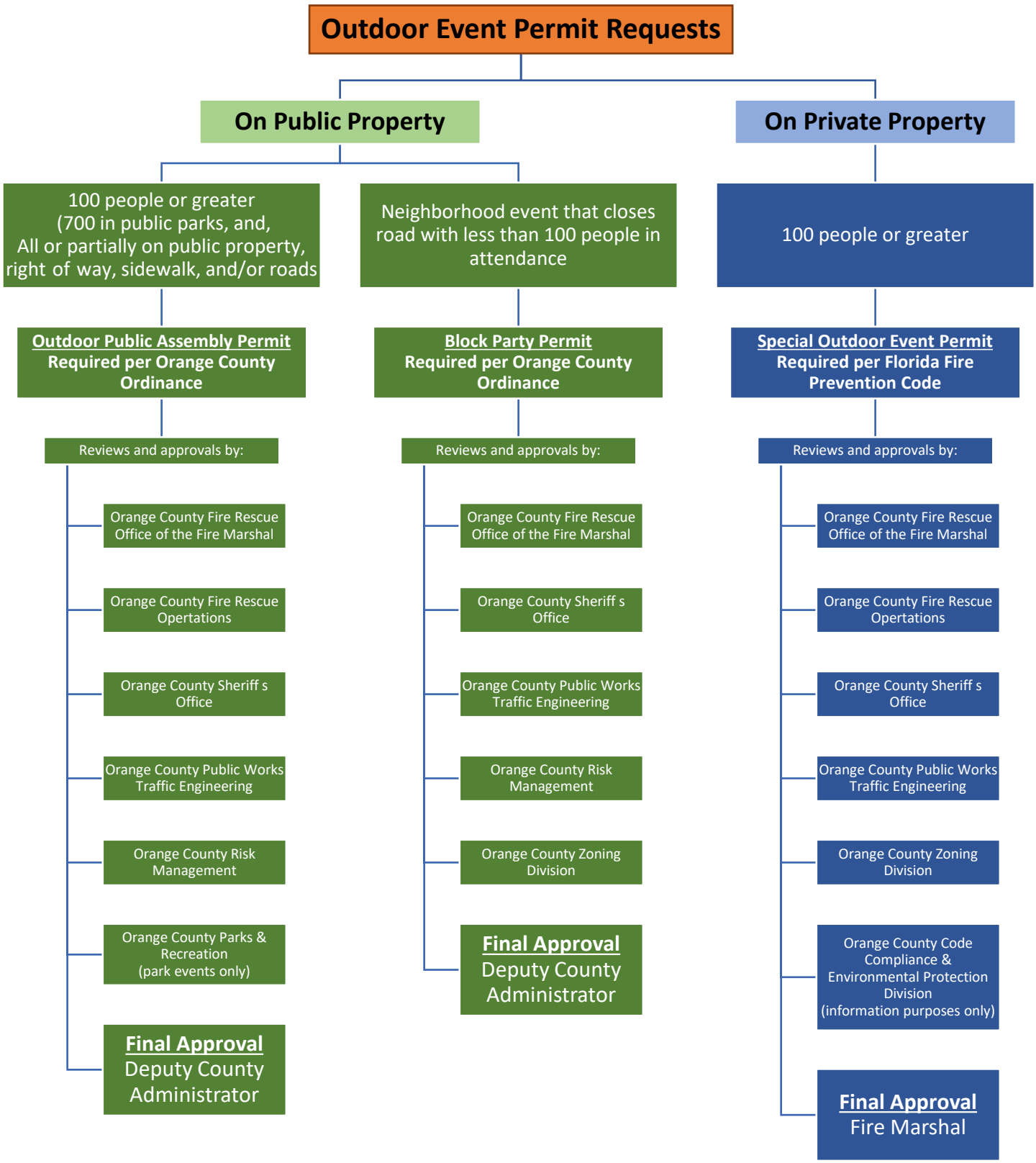
An **Outdoor Public Assembly Permit** is required by Orange County Ordinance for an event (except a funeral procession) that is:

- Held partially or entirely on public property, right-of-way, sidewalk, and/or roads, ***and***
- Expected to be attended by 100 or more people
    - In the case of public parks, it would be 700 or more people

A **Block Party Permit** is required by Orange County Ordinance for a neighborhood social event taking place either partially or entirely on a road in a residential area and which obstructs vehicular traffic.

A **Special Outdoor Event Permit** is required by the Florida Fire Prevention Code for outdoor events, interpreted as being not on public right-of-way, that are reasonably expected to be attended by 100 or more people.

It should be noted that depending on the makeup of the event, there are times where both an Outdoor Public Assembly and a Special Outdoor Event is required.



Revised 10-2026

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

Permit Application for Special Outdoor Event

(Permit fee of $114 .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 $284.00 will be charged.

Date:_____ **Fire Dept. Permit #** _____(Fire Dept. use only)

New Permit ☐	Correction to a Permit ☐	Revision to a Permit ☐
Corrections or Revisions: Please enter the Permit # and Date of the original submission here 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 ☐ NO ☐		

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

Event Sponsor:		Email:	
Event Sponsor Address:			
Contact Person:		Phone # :	Fax # :
Fee Amount = $114.00	Total Amount Paid:	Check #:	Receipt #:
No Additional Fees Required for Corrections			

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 ☐	Booth Construction Other: ☐
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:
Code Enforcement Standby Required (Based upon information disclosed at time of application) **:** **YES** ☐ **NUMBER** ☐ **NO** ☐	
Trained Crowd Managers Required : **YES** ☐ **NUMBER** ☐ **NO** ☐	

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)

Will there be any amplified voice or music? **YES**☐ **NO**☐ If **YES** describe**:** _____

_____

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:

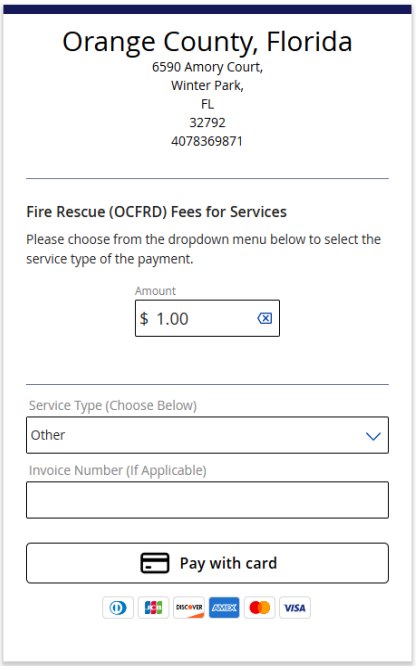
1. A completely filled out Permit Application for Special Outdoor Event form.
2. A notarized letter from the property owner granting permission for the event.
3. A payment receipt for the required permit fees.
    a. $114 application fee
    b. $284 late fee / expedited review fee (required if the application 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.

Office: (407) 836-0004 Fax: (407) 836-8330

Now Available

Orange County Fire Rescue Online Payments!

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



For your convenience you can make your secure payment

ONLINE using a credit card or funds withdrawn directly

from your bank account (ACH).

https://ebc2.cybersource.com/ebc2/payByLink/pay/AAZ88QPJs0eXTdmi1byy0KOAnud2y5lludGIWiYwiFYVOWAROyX02zP6nEssGGXS