**Orange County Fire Rescue Department**
**Office of the Fire Marshal – 7079 University Blvd. Winter Park, FL 32792**
**Phone: 407-836-0004 - Fax: 407-836-8310**

# Retail Sparkler Sales Permit Application Process

## STEP 1:

You are in the **step-by-step instructions** for completing an application for a Retail Sparkler Sales Permit. **First-time users will need to create an account and upload their application and plans through the Contractor Portal**. The Office of the Fire Marshal utilizes the software platform *MobileEyes* for all services we provide, **to include applying for Retail Sparkler Sales permits in the "Contractor Permit Portal"** area. It is recommended that you either print these instructions or toggle back-and-forth between the Permit pages to follow these instructions for successful submittal. The actual Permit Application document will be on the last page of this step-by-step instructions document and will need to be saved to a file so that it can be submitted as an attachment through the Contractor Permit Portal. All payments will be made in a separate online secured Orange County Government Payment Portal. To locate the ***Fire Rescue Fee Pages*** or the ***Online Payment Portal Information***, please click on the associated hyperlink located in the Document Library Box on the left side of your computer screen in the *Contractor Permit Portal* area. If at any time you encounter difficulties, please call (407) 836-0004 and ask to speak with a Permit Analyst to assist you with the application process.

## STEP 2:

First-time users can create an account for a Retail Sparkler Sales Permit by selecting or typing the link found below into your internet browser:

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

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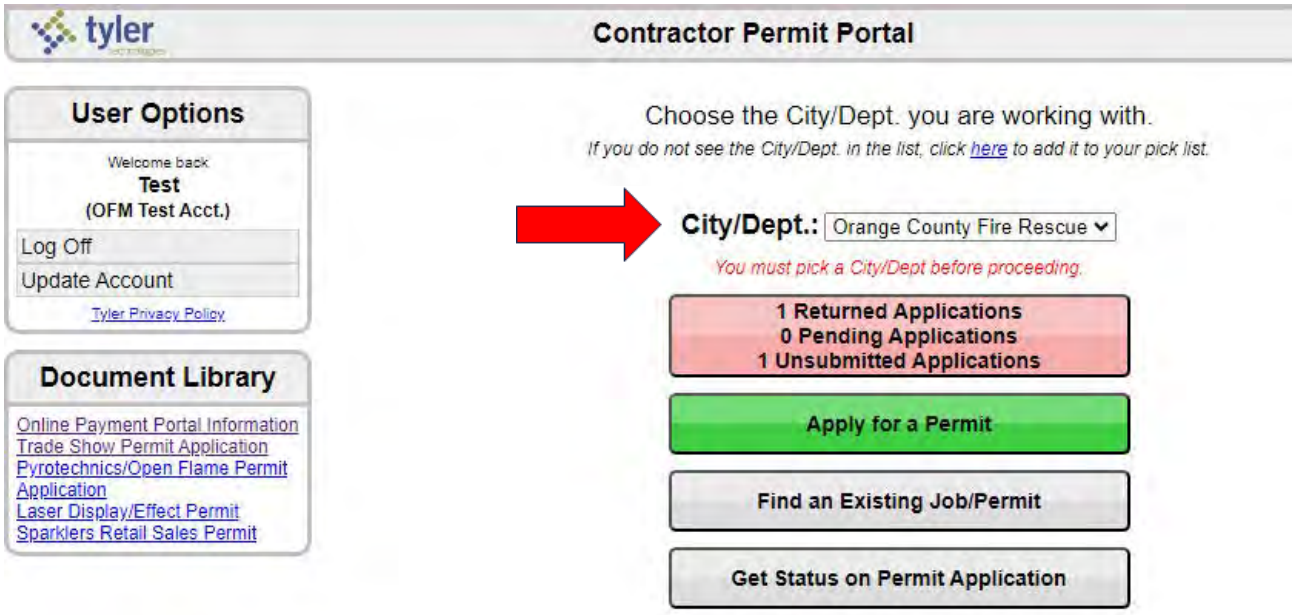
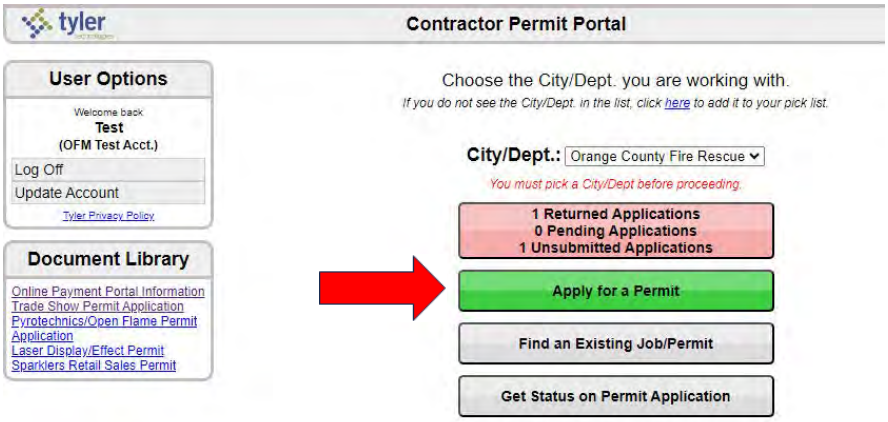
# STEP 3:

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




# STEP 4:

**Click on the green box "Apply for a Permit".**



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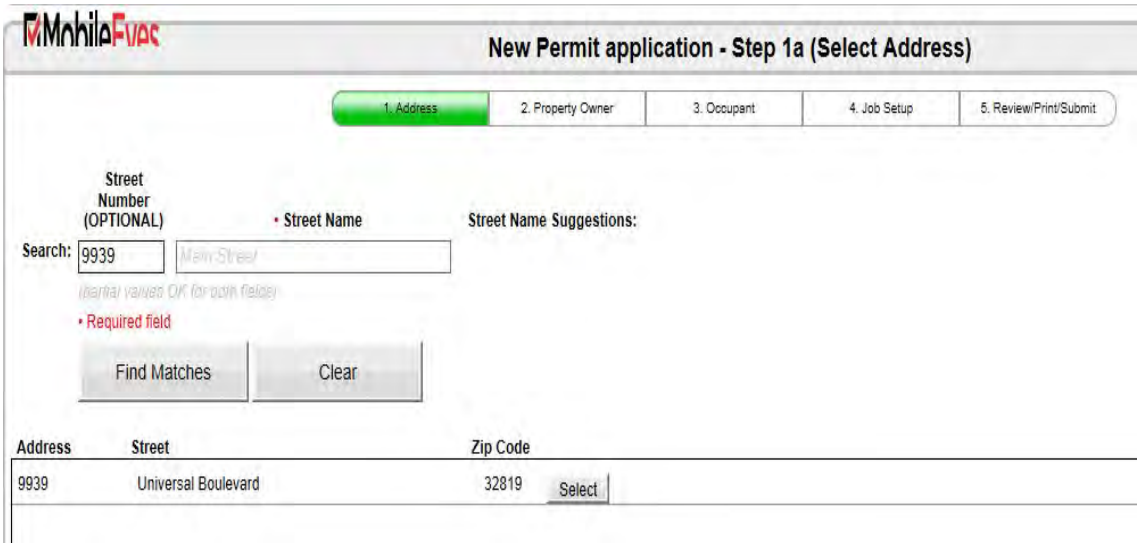
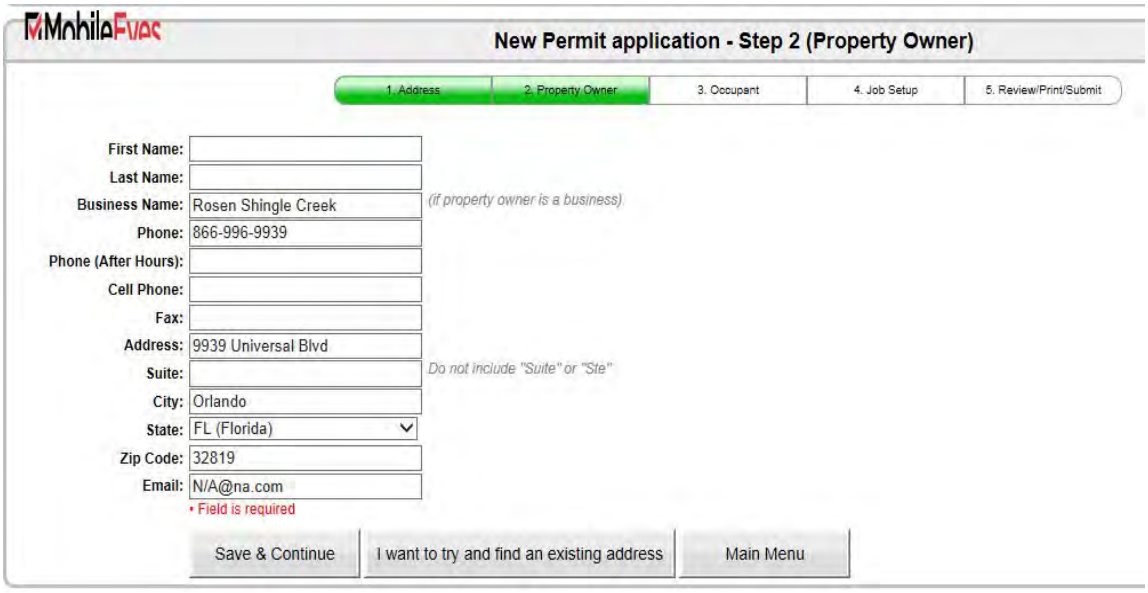
# STEP 5:

**If you know that actual address of the sales location, enter it in the Street Number and Street Name box and click "Find Matches". If you only know the Street Name of the sales location, enter it and select "Find Matches" and select the correct address of the sales location. If unknown, contact the location for the correct address before continuing further. Ignore the Step 1a and subsequent steps on the computer screen headings to the instructions provided here.**




# STEP 6:

**Verify that the Business Name and Address are correct! Ignore First Name and Last Name and all other information displayed and simply click "Save & Continue".** Save & Continue



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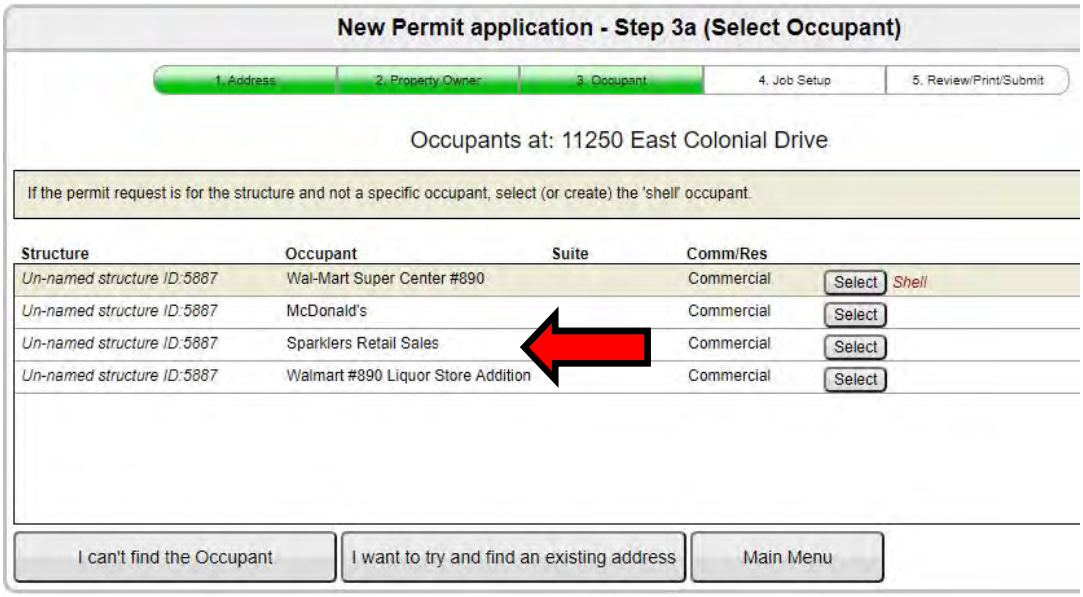
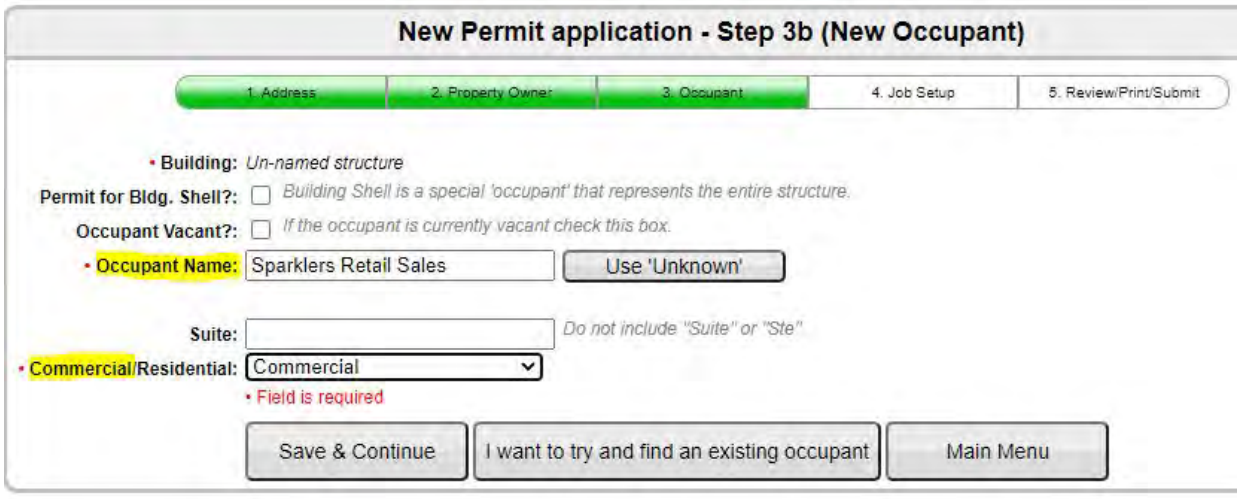
# STEP 7:

**Under "Occupant", Select Sparklers Retail Sales and click the "Select" box to the right on the same line.**

Please be sure to select from the **EXISTING** Occupant List if applicable. If you **cannot find** the Occupant click on "I can't find the Occupant" to add Sparklers Retail Sales as a new Occupant.




Once the New Occupant is added Click "Save & Continue"



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# STEP 8:

**A pop-up box will appear "Current or Not" with the Occupant you selected in black bold print with "… still occupy this space/suite?" Select "YES" if the Occupant "Sparklers Retail Sales" is correctly listed.**

# STEP 9:

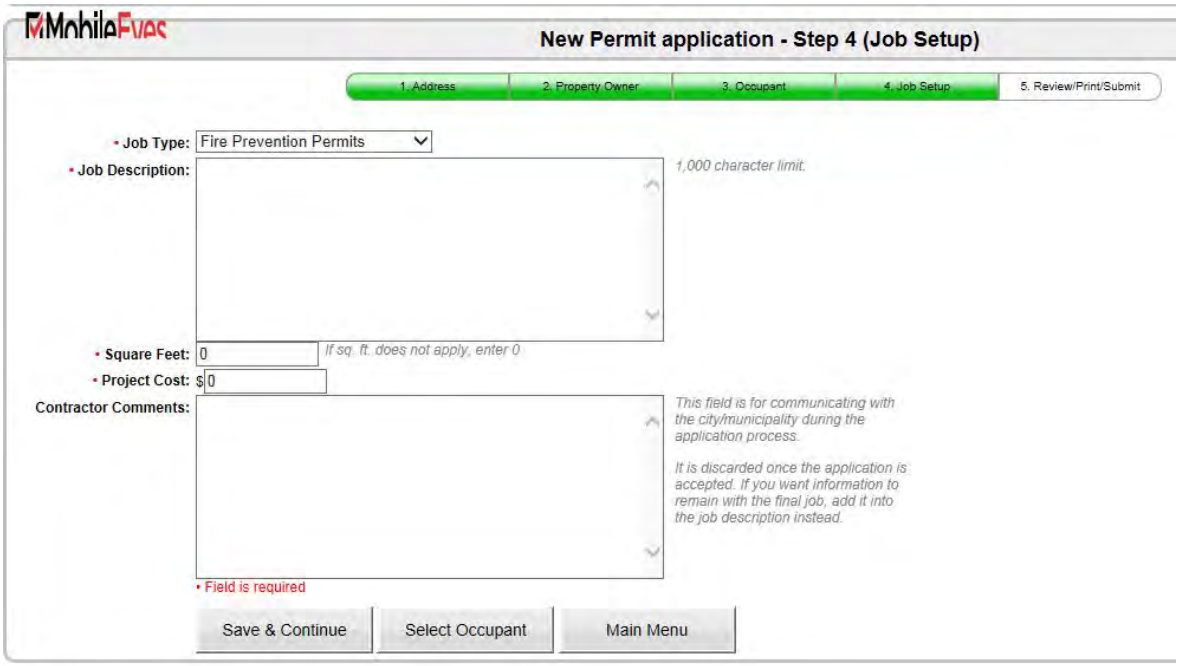
**"Job Type": Select: *Fire Prevention Permits in the* dropdown box.**

- (Ignore Options: New Construction and Interior Alteration).

**"Job Description": Enter the Vendor Name and the Sale Dates with the appropriate contact name, contact number and contact email within the box.**

**Under Square feet and Project Cost put "0" (zero)**

**Select "Save and Continue"**

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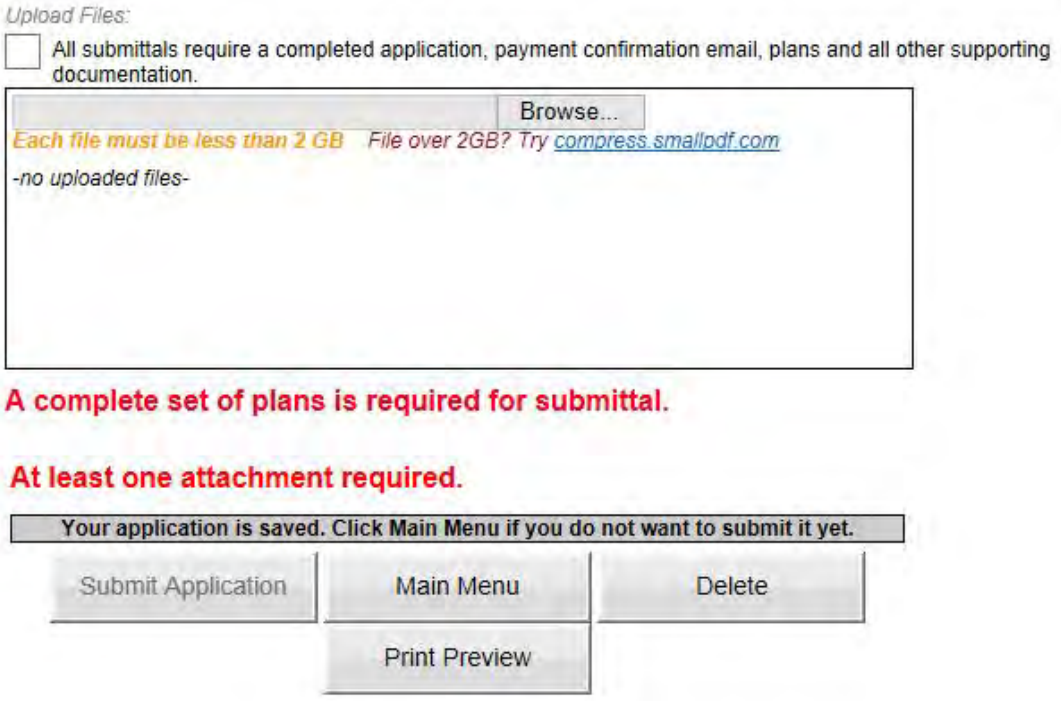
# STEP 10:

**The actual application is on the next page, which must be completed in its entirety.**

**The following documents MUST BE UPLOADED:**

1. Completed Application
2. Payment Confirmation Email
3. Complete copy of the Florida State Fire Marshal's List of Approved Pyrotechnic-Sparklers, with items to be sold at the location identified by HIGHLIGHTING and INITIALING the pyrotechnic-sparklers sales articles offered for sale. (Failure to submit will result in DENIAL)
4. The vendor/applicant shall submit complete design documents for review and approval by Orange County Building Department and Orange County Fire Rescue Department prior to any pyrotechnic-sparklers retail sales approval is given for any permanent structure.
5. The vendor/applicant shall obtain an Orange County Use Permit and a Certificate of Occupancy from Orange County Building Department prior to conducting pyrotechnic-sparklers retail sales in a permanent structure.
6. The vendor/applicant shall submit written documentation of approval from Orange County Zoning Department to conduct pyrotechnic-sparklers retail sales in a permanent or temporary structure.
7. The vendor/applicant shall provide proof of annual registration with the State Fire Marshal's Office.
8. The vendor/applicant shall affirm that ONLY pyrotechnic-sparklers sales articles that are identified on the attached approved Division of State Fire Marshal's List of Approved Sparklers will be sold under the authority of this permit.
9. The vendor/applicant shall provide a copy of the purchase invoice from the manufacturer, distributor, or wholesaler. Said invoice must identify the specific items covered by the invoice.
10. This permit must accompany the application for Orange County Occupational License for pyrotechnic-sparklers sales.




**If you have any questions, please call (407) 836-0004 and ask to speak to a Permit Analyst for assistant.**

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# Pyrotechnics – Sparklers Retail Sales
## Conditions of Permit:

1. **The vendor/applicant shall submit complete design documents for review and approval by Orange County Building Department and Orange County Fire Rescue Department prior to any pyrotechnic-sparklers retail sales approval is given for any permanent structure.**

2. **The vendor/applicant shall obtain an Orange County Use Permit and a Certificate of Occupancy from Orange County Building Department prior to conducting pyrotechnic-sparklers retail sales in a permanent structure.**

3. **The vendor/applicant shall submit written documentation of approval from Orange County Zoning Department to conduct pyrotechnic-sparklers retail sales in a permanent or temporary structure.**

4. **The vendor/applicant shall have a site inspection and product inspection approved by Orange County Fire Rescue Department prior to conducting pyrotechnic-sparklers retail sales in a permanent or temporary structure.**

5. **The vendor/applicant shall provide proof of annual registration with the State Fire Marshal's Office.**

6. **The vendor/applicant must upload a copy of the Florida State Fire Marshal's List of Approved Pyrotechnic-Sparklers, with items to be sold at the location identified by HIGHLIGHTING and INITIALING the pyrotechnic-sparklers sales articles offered for sale.**

7. **The vendor/applicant shall affirm that ONLY pyrotechnic-sparklers sales articles that are identified on the attached approved Division of State Fire Marshal's List of Approved Sparklers will be sold under the authority of this permit.**

8. **The vendor/applicant shall provide a copy of the purchase invoice from the manufacturer, distributor, or wholesaler. Said invoice must identify the specific items covered by the invoice.**

9. **This permit must accompany the application for Orange County Occupational License for pyrotechnic-sparklers sales.**

10. **The vendor/applicant understands that misrepresentation in/or of supporting documentation for this permit is a violation of Section 837.06 Florida Statues.**

11. **The vendor/applicant understands that transportation and storage of pyrotechnic-sparklers products must be in accordance with Florida Statute 791, applicable codes, and standards.**

12. **The vendor/applicant shall comply with all applicable requirements of the Florida Statute 791, the Florida Building Code, the Florida Fire Prevention Code, and all other applicable codes and standards including:**

    - FIRE EXTINGUISHERS: **At least one (1) fire extinguisher with a minimum classification of 4A for each 1000 square feet. (FFPC 16-10.5.2; NFPA 10 3-1)**

    - NO SMOKING: **No person may smoke or carry any lighted pipe, cigar, cigarette, tobacco, or any smoking substance in any form within 50 feet of an area or tent used for pyrotechnic-sparklers sales. "NO SMOKING" signs shall be posted at all times when sparklers are present. (FFPC 16-10.8.1)**

    - ALL LIGHTING AND ELECTRICAL WIRING: **Shall be installed and maintained in accordance with the National Electrical Code and the Florida Fire Prevention Code. (FFPC 16-10.8.2; 16-10.8.3; and 16-10.8.4.)**

    - OPEN FLAMES PROHIBITED: **No fire or open flame device is permitted for heating, lighting or other purpose within 50 feet of pyrotechnic-sparklers sales area. This section prohibits the ignition of sparklers at the sales site. (FFPC 16-10.8.1)**

    - WASTE MATERIALS: **Waste paper, broken items, wood or other combustible materials shall be removed from the area at least daily. (FFPC 16-10.7)**

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# Pyrotechnics – Sparklers Retail Sales Permit Application

**(Permit Fee Of $115.00 Is Not Refundable)**

***Applications must be submitted 21 days prior to the sales starting date or an Expedited Plans Review fee of $284.00 will be charged.***

**Date: _____** **Fire Dept. Permit #: _____**
**(Fire Dept. Use Only)**

**As noted by my signature below, I am a duly authorized party applying for a permit to lawfully sell retail pyrotechnics – sparklers in unincorporated Orange County.**

| Required Information | |
|---|---|
| ☐ **Non-Seasonal Retail Sales (Continuous)** | ☐ **Seasonal Retail Sales** |
| ☐ **Sales/Storage is within a Permanent Structure** | ☐ **Sales/Storage is within a Temporary Structure** |
| **Sales Starting Date:** | **Sales Ending Date:** |

| Vendor Information | | |
|---|---|---|
| **Vendor Name:** | | |
| **Vendor's Sales Location Address:** | | |
| **Nearest Cross Street to Address:** | | |
| **City:** | **State:** | **Zip:** |
| **Phone :** | **Fax :** | |

| Supplier Information | | |
|---|---|---|
| **Suppliers' Owner/Agent Name:** | | |
| **Business Address:** | | |
| **City:** | **State:** | **Zip:** |
| **Phone:** | **Fax:** | |

| Notarized Signature | | | |
|---|---|---|---|
| **I hereby swear, under oath, that all documents submitted by me in connection with this permit are genuine and truthful.** | | | |
| **Applicant Signature:** | | | |
| **Sworn to and Subscribed Before Me This:** | **(Day)** | **(Month)** | **(Year)** |
| **Notary Public Signature:** | | | |
| **My Commission Expires:** | | | |

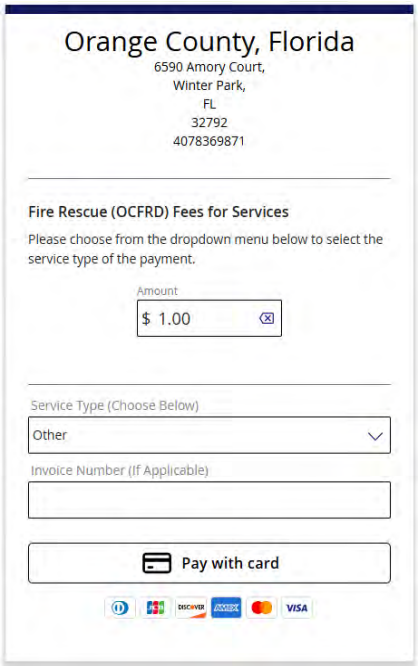
**Permit Is Issued Pursuant To Orange County Code 25-110 and Orange County Ordinance 86-16.**

| Office of the Fire Marshal | |
|---|---|
| **Permit Approved By:** | **Date** |
| **Site/ Product Inspected By:** | **Date** |

# *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