



Building Safety Meeting Request Form

Please fill out this form to request a meeting with Building Safety reviewers.

Permit Number (if applicable):

What type of meeting? Pre-review Deficiency Review

The following fields are not required if a permit number is provided:

Address or Parcel ID:

Project Name:

Brief Project Description:

Meeting Information

Contact Information for the person requesting the meeting

Name:

Email Address:

Position/Title:

Phone:

Appointments are available Monday, Wednesday and Fridays from 9-11 a.m.

Monday

Wednesday

Friday

Please select your preference for the next available day, Monday, Wednesday or Friday.

Leave blank for next available or no preference.

At the time of the meeting request, you must advise if an attorney representative will be in attendance. Orange County has the right to cancel the meeting if not advised. If this is a deficiency review, please ensure that the owner/agent and design professional(s) are present.

Please attach a narrative identifying topics of discussion and a site plan with each structure labeled. You may include this as a separate attachment in the email.

Please send completed form and narrative to BuildingAppointments@ocfl.net.

Meetings are conducted virtually. If you require special accommodations, please contact staff after submitting your request.