



Date Submitted
Permit Application Number
Orange County Division of Building Safety
201 South Rosalind Avenue
Post Office Box 2687, Orlando, Florida 32802-2687
Phone: 407-836-5550
www.ocfl.net/building

Building Safety Pre-Review Virtual Meeting Request Form

Project Information

Address	Parcel ID
Project Name	Permit Number
Project Type	Work Type

Brief Project Description

Meeting Information

Contact Information for Person Requesting the Meeting

Name	Title
Email Address	Phone

Email Address of Each Attendee:

Propose Three to Four Meeting Dates and Times.

1 st Date and Time	2 nd Date and Time	3 rd Date and Time	4 th Date and Time
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Submitting a meeting request

- At the time of the meeting request submittal, you must advise if attorney representation will be in attendance. Orange County has the right to cancel the meeting if not advised as requested.
- A site plan, with each structure labeled, must accompany the meeting request. Please email the completed form along with a site plan to planscoordination@ocfl.net.

To submit this form, please send as an attachment to planscoordination@ocfl.net.