



ORANGE COUNTY FIRE RESCUE

OFFICE of the FIRE MARSHAL

109 EAST CHURCH STREET, LOWER LEVEL ORLANDO, FL 32801-3319

Email application to: OFMpermits@ocfl.net



Permit Application for Special Outdoor Event

(Permit fee of \$79.00 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.

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

New Permit <input type="checkbox"/>	Correction to a Permit <input type="checkbox"/>	Revision to a Permit <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>		

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

Event Sponsor:	Email:		
Event Sponsor Address:			
Contact Person:	Phone # :	Fax # :	
Fee Amount = \$79.00	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 <input type="checkbox"/>	Booth Construction Other: <input type="checkbox"/>
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 <input type="checkbox"/>	NUMBER <input type="text"/>	NO <input type="checkbox"/>	
Trained Crowd Managers Required :	YES <input type="checkbox"/>	NUMBER <input type="text"/>	NO <input type="checkbox"/>

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)

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.
8. Submit a notarized letter from the property owner.
9. Please note if security, either private or law enforcement will be on site.
10. Please submit a copy of your alcohol permit if required.