



Date: _____
 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

Pre-Review Request Form

To request a pre-review meeting, please complete this form and submit to Orange County Division of Building Safety using the button or email to planscoordination@ocfl.net.

If applicable, permit number for any submitted plans: _____

When would you like to meet? Please select three dates and times that would be convenient for you. A division representative will be in contact to finalize the meeting schedule.

Date 1: _____ Time 1: _____ Date 2: _____ Time 2: _____ Date 3: _____ Time 3: _____

How many people from your firm will attend this meeting? _____

Contact Information for Meeting Request

Contact Name: _____

Contact Phone Number: _____

Contact Email Address: _____

Is this building new construction or existing? New _____ Existing _____

What kind of building is this?

Hotel/Timeshare _____ Apartments/Condos _____ Office/Warehouse _____ Church _____

Other: _____

Location/Address/Parcel ID: _____

If this is a hotel, timeshare, apartments or condos, how many units are in the project? _____

If this is another building type, what is the square footage of the building? _____

How many stories are in the building? _____

If stories do not apply, how tall is the building? _____

What major questions would you like answered at the pre-review?

Division of Building Safety: Patrick Moran, Josef Trapp

Office of the Fire Marshal: Scott Workman

Zoning Division: Taylor Jones

Submit and send

Note: To use the Submit and send feature above, please download this file and fill-in the form on your computer. This feature will open a new email on the email application on your machine. If this does not work, please send as an attachment to planscoordination@ocfl.net.