



### Trade Show & Conventions Permit Application Process

With the recent upgrade to our Mobile Eyes system we would like to direct all Trade Show & Conventions permit applicants to create an account and upload their application and plans through the Contractor Permit Portal. The permit application, fee schedule and information for our online payment portal are available in the documents library for your use and below is the direct link where you can create an account.

[http://www.mobile-eyes.com/PA\\_index.asp](http://www.mobile-eyes.com/PA_index.asp)

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

The screenshot shows the 'Contractor Permit Portal' interface. On the left, there are sections for 'User Options' (Welcome back, Log Off, Update Account), 'Document Library' (with a blue star highlighting it), and 'Help Videos'. The main area is divided into 'Applications' and 'Active Jobs'. In the 'Applications' section, the 'City/Dept:' dropdown is set to 'Orange County Fire Rescue', with a red arrow pointing to it. Below this are input fields for 'Address', 'Street', 'Occupant', and 'Job Type', along with a 'Status' dropdown and 'Search'/'Clear Filters' buttons. A green 'Start New Application' button is prominently displayed. The 'Active Jobs' section has similar input fields and a 'Schedule Status' dropdown.

Once you click on **Start New Application** search for the address of the location where the event will be held:

The screenshot shows the 'New Permit application - Step 1a (Select Address)' form. At the top, there are five steps: 1. Address (highlighted in green), 2. Property Owner, 3. Occupant, 4. Job Setup, and 5. Review/Print/Submit. The search area includes a 'Street Number (OPTIONAL)' field with '9939' entered, a 'Street Name' field with 'Main Street' entered, and a 'Street Name Suggestions' field. Below the search fields are 'Find Matches' and 'Clear' buttons. A table below shows the search results:

Address	Street	Zip Code
9939	Universal Boulevard	32819



**NO NEED TO UPDATE THE PROPERTY OWNER INFO**

- Just click

### New Permit application - Step 2 (Property Owner)

1. Address

2. Property Owner

3. Occupant

4. Job Setup

5. Review/Print/Submit

First Name:

Last Name:

Business Name:  (if property owner is a business).

Phone:

Phone (After Hours):

Cell Phone:

Fax:

Address:  Do not include "Suite" or "Ste"

Suite:

City:

State:  ▼

Zip Code:

Email:

• Field is required

Please be sure to select from the **existing** Occupant List the correct occupant based on your Event type and year:

### New Permit application - Step 3a (Select Occupant)

1. Address

2. Property Owner

3. Occupant

4. Job Setup

5. Review/Print/Submit

#### Occupants at: 9939 Universal Boulevard

If the permit request is for the structure and not a specific occupant, select (or create) the 'shell' occupant.

Create building shell for:

Structure	Occupant	Suite	Comm/Res	
Rosen Shingle Creek	Building Shell		Commercial	<input type="button" value="Select"/> <i>Shell</i>
Rosen Shingle Creek	2018 Laser Permits		Commercial	<input type="button" value="Select"/>
Rosen Shingle Creek	2018 Open Flame		Commercial	<input type="button" value="Select"/>
Rosen Shingle Creek	2018 Pyrotechnics		Commercial	<input type="button" value="Select"/>
Rosen Shingle Creek	2018 Trade Shows		Commercial	<input type="button" value="Select"/>
Rosen Shingle Creek	2019 Trade Shows		Commercial	<input type="button" value="Select"/>
Rosen Shingle Creek	Micasa Tequilla		Commercial	<input type="button" value="Select"/>
Rosen Shingle Creek	Open Flame		Commercial	<input type="button" value="Select"/>



## Permit Application for Trade Shows & Conventions

(Permit Fee of \$84.00 Is Not Refundable Once The Application Has Been Processed)  
 (Applicant Shall Provide Site and/or Floor Plans)

*\*Fee includes permit, permit review, and inspection when set-up during business hours. If outside our normal business hours, an afterhours inspection fee of \$204.00 will be charged.*

**Applications must be submitted 21 days prior to the show or an additional Expedited Plans Review fee of \$203.00 will be charged.**

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"/>
Trade Show: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Convention: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Vehicle: Yes <input type="checkbox"/> NO <input type="checkbox"/>
Are Open Flame Devices Being Used? (OCFRD Requires A Fire Department Fire Watch For Such Events) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will there be any Cooking: Yes <input type="checkbox"/> NO <input type="checkbox"/>		

Name of Event:	
Name of Facility:	
Ballroom Name:	
Address of Facility:	
Onsite Contact Person:	Cell #:

Application Submitted by (Company):		
Applicant Address:		
Account Exec. Name:	Account Exec. Email:	
Account Executive's Phone #:	Account Executive's Fax #:	
Fee Amount = \$84.00	Total Amount Paid:	Check #:
<b>No Additional Fees Required For Corrections Or Revisions!</b>		

Multi-Level Booth: Yes <input type="checkbox"/> NO <input type="checkbox"/>	Covered Booth: Yes <input type="checkbox"/> NO <input type="checkbox"/> If Yes Size:		
Stage(s): *Yes <input type="checkbox"/> NO <input type="checkbox"/>	*If Yes; Stage Provided by:		
***Signed & Sealed Engineer drawing must be provided if stage provided by 3 <sup>rd</sup> Party Vendor***			
Set Up Date	From (Time): To (Time):		
Show Date	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:			
Facility/Show Manager's Signature:			

**-----Office of the Fire Marshal Use Only -----**

Reviewers Signature	Date:
Code Enforcement Standby Required (Based upon information disclosed @ time of application):	<input type="checkbox"/> Yes <input type="checkbox"/> No



# Orange County Fire Rescue Department

## Trade Show & Convention Application Checklist

Office of the Fire Marshal – 7079 University Boulevard – Winter Park, FL 32792  
Phone: 407-836-0070 Fax: 407-836-8330



**\*\*\*APPLICATIONS ARE REQUIRED TO BE SUBMITTED 21 DAYS PRIOR TO START OF EVENT\*\*\***

- Completed Application
  - Include set-up and start days and times for each separate room layout
  - Provide a production schedule for multiple days
  - Account Executive should be the on-site contact. Provide contact's cell phone for inspection.
  
- Permit Fee -payable to "Orange County Board of County Commissioners" for \$84.00
  - Inspections will be 1 hour prior to the start time of the event
  - If show start time is outside normal business hours (7:00am-4:00pm), an afterhours inspection fee of \$204.00 will be charged
  
- Include plans for each room setup. Plans shall include the following information:
  - All exits
  - All fire strobes including height on wall or if located on the ceiling
  - All fire extinguishers, & fire hose cabinets shall be indicated and unobstructed
  - All pipe & drape (indicate distances from wall and openings for fire protection equipment)
    - Baffles are not permitted (exits must be clear and unobstructed)
  - All measurements for aisles
  
- Additional items to include on plans
  - All motorized vehicles – shall comply with vehicle display guidelines
  - Covered Exhibits/Booths – if greater than 300 sqft, a fire watch will be required
  - Multi-level booths – signed & sealed engineer drawings with stair elevations. A fire watch will be required
  - Cooking or warming – provide details on appliances, what is being cooked/warmed, and where in the room. A fire watch may be required.
  - Cryogenic liquids - No tanks larger than 10 gallons are permitted. Tank must be secured.
  - Fog/Haze – A fire watch will be required when the Fire Alarm System is altered(placed in test/bypass or a zone is turned off) to accommodate the use of Fog/Haze
  - General assemblies greater than 200 will have fixed seats or seats attached together of at least 3
  - All exhibits, scenery, and decorations shall be non-combustible or flame retardant.
  
- Stages
  - Show stairs - All stairs require handrails - Show all handrails on plans
  - If stage is provided by a 3<sup>rd</sup> party vender include signed & sealed engineer drawings are required
  
- Pre-function Space
  - Show registration area or service desk
  - Show any Entrance Units (do not block any exits)
  - Show any tables, booths, and food & beverages
  
- Fire Watches – If required provide a request letter on letterhead including:
  - Show name
  - Show start and end times
  - Fire Watch start and end times (include 30 minutes before and finish 30 minutes after the show)
  - Reason for fire watch
  
- Special Permitting & Inspections are required for:
  - Performance lasers
  - Aerial Fireworks
  - Open flames
  - Tents over 900 sqft





**\*Now Available\***

## **E-Bill Express from Orange County Fire Rescue!**

Below is the website for our new Payment Portal for all payments. Please submit the **email confirmation** (example attached) of payment along with your permit application.

Next to the **Payment Type** click on the symbol with the box and pencil to add your building permit # & if there is no building permit # include the project name and address.

<b>Customer Name or Business Name</b> <input type="text"/>	<b>Primary Telephone Number</b> <input type="text"/> <small>Mobile ▾</small>	<b>Payment Amount</b> \$ <input type="text"/>	<b>Payment Type</b> Select C ▾ 
<b>First Name</b> <input type="text"/> (optional)	<b>Primary Email Address</b> <input type="text"/>	<b>Payment Method</b> <input type="text"/> <small>▾</small>	<small>▾</small>
<b>Middle Name</b> <input type="text"/> (optional)		<b>Pay Date</b> 4/24/2017 	
<b>Last Name</b> <input type="text"/> (optional)		<b>Invoice Number (if applicable)</b> <input type="text"/> (optional)	

Payments confirmed before 8:00 PM ET will be debited from your bank account or credit card on the same day. Payments confirmed after 8:00 PM ET will be debited from your bank account or credit card the following business day.

[Continue to Payment](#)

**For your convenience you can make your secure payment**

**ONLINE using a credit card or funds withdrawn directly**

**from your bank account (ACH).**



<https://ww2.e-billexpress.com/ebpp/OCFRDBillPay/>



**From:** OFMPermits@ocfl.net  
**Sent:** Friday, June 02, 2017 1:00 PM  
**To:** OFMPermits@ocfl.net  
**Subject:** Your one-time Payment to Orange County Fire Rescue Department has been initiated

**From:** [E-BillExpress@E-Billexpress.com](mailto:E-BillExpress@E-Billexpress.com)  
**Date:** June 2, 2017 at 9:42:25 AM EDT  
**To:** [OFMPermits@ocfl.net](mailto:OFMPermits@ocfl.net)  
**Subject:** Your one-time Payment to Orange County Fire Rescue Department has been initiated



**Your One-time Payment to Orange County Fire Rescue Department is being processed.**

Customer Name or Business Name: Orange County  
BCC  
Account Name: Orange County  
BCC  
Payment Account: Visa \*\*\*\*1234  
Payment Amount: \$80.00  
Total Amount: \$80.00  
Creation Date: Friday, June 02, 2017  
Payment Date: Friday, June 02, 2017

**1 Item paid with this One-time Payment**

Confirmation #	Customer Name or Business Name	Payment Amount	Payment Type	Additional Information
3008121234	Orange County BCC	\$80.00	01 - Permitting (OFM)	Fire Alarm System Permit

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, [click here](#) and review the Contact Us section on our web site.