



Orange County Fire Rescue Department  
Office of the Fire Marshal – 7079 University Blvd. Winter Park, FL 32792  
Phone: 407-836-0004 - Fax: 407-836-8310

# Trade Show & Convention Permit Application Process

## STEP 1:

You are in the **step-by-step instructions** for completing an application for a Trade Show or Convention Permit. **First-time users will need to create an account and upload their application and plans through the Contractor Portal.** The Office of the Fire Marshal utilizes the software platform *MobileEyes* for all services we provide, **to include applying for Trade Show and Convention permits in the “Contractor Permit Portal”** area. It is recommended that you either print these instructions or toggle back-and-forth between the Permit pages to follow these instructions for successful submittal. The actual Permit Application document will be on the last page of this step-by-step instructions document and will need to be saved to a file so that it can be submitted as an attachment through the Contractor Permit Portal. All payments will be made in a separate online secured Orange County Government Payment Portal. To locate the **Fire Rescue Fee Pages** or the **Online Payment Portal Information**, please click on the associated hyperlink located in the Document Library Box on the left side of your computer screen in the *Contractor Permit Portal* area. If at any time you encounter difficulties, please call (407) 836-0004 and ask to speak with a Permit Analyst to assist you with the application process.

## STEP 2:

First-time users can create an account for a Trade Show or Convention Permit by selecting or typing the link found below into your internet browser:

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



## STEP 3:

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

**tyler** technologies **Contractor Permit Portal**

**User Options**

Welcome back  
**Test**  
(OFM Test Acct.)

Log Off  
Update Account  
[Tyler Privacy Policy](#)

**Document Library**

[Online Payment Portal Information](#)  
[Trade Show Permit Application](#)  
[Pyrotechnics/Open Flame Permit Application](#)  
[Laser Display/Effect Permit](#)  
[Sparklers Retail Sales Permit](#)

Choose the City/Dept. you are working with.  
*If you do not see the City/Dept. in the list, click [here](#) to add it to your pick list.*

**City/Dept.:** Orange County Fire Rescue

*You must pick a City/Dept before proceeding.*

1 Returned Applications  
0 Pending Applications  
1 Unsubmitted Applications

**Apply for a Permit**

Find an Existing Job/Permit

Get Status on Permit Application

## STEP 4:

Click on the green box to “Apply for a Permit”

**tyler** technologies **Contractor Permit Portal**

**User Options**

Welcome back  
**Test**  
(OFM Test Acct.)

Log Off  
Update Account  
[Tyler Privacy Policy](#)

**Document Library**

[Online Payment Portal Information](#)  
[Trade Show Permit Application](#)  
[Pyrotechnics/Open Flame Permit Application](#)  
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Find an Existing Job/Permit

Get Status on Permit Application



## STEP 5:

If you know that actual address of the event location, enter it in the Street Number and Street Name box and click “Find Matches”. If you only know the Street Name of the event location, enter it and select “Find Matches” and select the correct address of the event location. If unknown, contact the event location for the correct address before continuing further. Ignore the Step 1a and subsequent steps on the computer screen headings to the instructions provided here.

**New Permit application - Step 1a (Select Address)**

1. Address
2. Property Owner
3. Occupant
4. Job Setup
5. Review/Print/Submit

Street Number (OPTIONAL) • Street Name Street Name Suggestions:

Search:

(partial values OK for both fields)

• Required field

Find Matches
Clear

Address	Street	Zip Code	
9939	Universal Boulevard	32819	<input type="button" value="Select"/>

## STEP 6:

Verify that the Business Name and Address are correct! Ignore First Name and Last Name and all other information displayed and simply click “Save & Continue”.

Save & Continue

**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:

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

City:

State:

Zip Code:

Email:  • Field is required

Save & Continue
I want to try and find an existing address
Main Menu



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## STEP 7:

Verify that under “Structure” the event location is listed. Under “Occupant”, verify the Year and Event type Permit desired and click the “Select” box to the right on the same line.

Please be sure to select from the **EXISTING** Occupant List the correct occupant will be based on your **Event type and year:** (Example: 2024 Trade Shows)

**Mohila EVAC** 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:

Laundry Building  
Operations Building

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

I can't find the Occupant I want to try and find an existing address Main Menu

## STEP 8:

A pop-up box will appear “Current or Not” with the Permit you selected in black bold print with “... still occupy this space/suite?” Select “**YES**” if the Event Permit type is correctly listed.

**Current or Not?**

Does...

**2024 Trade Show**

...still occupy this space/suite?

Yes No Cancel



## STEP 9:

“**Job Type**” : Select: *Fire Prevention Permits* in the dropdown box.

“**Job Description**” : Enter Event Name and Date of Event with the appropriate contact name and contact number within the box.

Under **Square feet** and **Project Cost** put “0” (zero)

Select “Save and Continue”

Save & Continue

The screenshot shows the 'New Permit application - Step 4 (Job Setup)' interface. At the top, there is a progress bar with five steps: 1. Address, 2. Property Owner, 3. Occupant, 4. Job Setup (highlighted in green), and 5. Review/Print/Submit. The form contains the following fields:

- Job Type:** A dropdown menu with 'Fire Prevention Permits' selected.
- Job Description:** A large text area with a '1,000 character limit' note.
- Square Feet:** A text input field containing '0' with the instruction 'If sq. ft. does not apply, enter 0'.
- Project Cost:** A text input field containing '\$0'.
- Contractor Comments:** A large text area with a note: 'This field is for communicating with the city/municipality during the application process. It is discarded once the application is accepted. If you want information to remain with the final job, add it into the job description instead.'

At the bottom of the form, there are three buttons: 'Save & Continue', 'Select Occupant', and 'Main Menu'. A red asterisk and the text 'Field is required' are visible below the Contractor Comments field.



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## STEP 10:

The actual application is on the next page which must be completed in its entirety.

### The following documents **MUST BE UPLOADED**:

1. Completed Application
2. Payment Confirmation Email
3. Plans (Failure to submit Plans will result in **DENIAL**)
4. Fire Watch Letter (If applicable)
5. Any other Supporting Documents

Upload Files:

All submittals require a completed application, payment confirmation email, plans and all other supporting documentation.

*Each file must be less than 2 GB* File over 2GB? Try [compress.smallpdf.com](http://compress.smallpdf.com)

-no uploaded files-

**A complete set of plans is required for submittal.**

**At least one attachment required.**

Your application is saved. Click Main Menu if you do not want to submit it yet.

Submit Application

Main Menu

Delete

Print Preview

**If you have any questions, please call (407) 836-0004 and ask to speak to a Permit Analyst for assistant.**





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### Permit Application for Trade Shows & Conventions

(Permit Fee of \$101.00 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 \$262.00 will be charged.*

***Applications must be submitted 21 days prior to the show or an additional Expedited Plans Review fee of \$261.00 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"/>	Will there be any FOG/HAZE: Yes <input type="checkbox"/> NO <input type="checkbox"/>	

Name of Event:	
Name of Facility:	
Ballroom Name:	
Address of Facility:	
Facility/Hotel/Venue Contact Person:	Cell #:

Application Submitted by (Company):	
Applicant Address:	
Applicant Name:	Applicant Email:
Applicant Phone #:	Applicant Fax #:
Trade Show & Convention Permit Fee Amount = \$101.00	Total Amount Paid:
No Additional Fees Required For Corrections Or Revisions!	

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 Start Date:	Doors Open (Time):	Doors Close (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

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#### \*\*\*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
  - Applicant should also be the on-site contact for the Event. Provide contact's cell phone for inspection.
- Permit Fee -payable to "Orange County Board of County Commissioners" for \$101.00
  - Inspections will be 1 hour prior to the start time of the event
  - If inspection start time is outside normal business hours (7:30am-4:30pm), an afterhours inspection fee of \$262.00 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 the Venue's letterhead including:
  - Show name, Start and End Times, Reason for the Fire Watch and On-Site Contact Information.
  - Fire Watch start and end times (include 30 minutes before and finish 30 minutes after the show)
  - Four (4) Hour minimum Required for Fire Watch, \$245.00 for the first 4 hours.
  - Upload Fire Watch letter when applying.
- 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 show name and event date.

<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>➕ Add A Payment Method</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://www.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)	Event Name and Date

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.