



fasttrack.ocfl.net

Inter-local Permits Quick Start Guide

1. Create Fast Track Account (form attached) if one not already created.

STEPS FOR PERMIT SUBMITTAL

STEP 1

2. Email completed permit application (forms attached) & signed contract to FPSIntake@ocfl.net for input.

Form Types:

- 2.1. New Construction/Interior Alteration
 - 2.2. Fire Protection Systems
 - 2.3. Restricted Access Gate & Fence
 - 2.4. USE
 - 2.5. Tent
3. You will received notification that the permit submission has been complete and the permit is ready for the review process.

STEP 2

4. Attach Plans & Supporting Documents in Fast Track within 48 Hours of received submission complete email notification.
5. Pay Fees in Fast Track

- If you have any questions please contact the Office of the Fire Marshal at 407-836-0004 option 2 for permit information or email FPSIntake@ocfl.net.



Orange County Fire Rescue
Office of the Fire Marshal
 7079 University Blvd.
 Winter Park, Florida 32792
Phone: 407-836-0004
<http://FastTrack.ocfl.net>

Fast Track Member Services Registration

Fast Track Member Services allows licensed contractors to apply for permits, submit plans electronically and pay permitting and licensing fees online with a credit card. These services are accessible at FastTrack.ocfl.net with a valid login. To gain access to these tools, licensed contractors registered with Orange County Office of the Fire Marshal must complete the registration form below and return it in person or via email at FPSIntake@ocfl.net.

Credit card information is not kept on file. For questions about the registration process, please contact FPSIntake@ocfl.net.

Member Information

Date: _____

New Registration Email Information Update

License Holder's Name As it Appears on Florida State License: _____

Florida State Issued License Number: _____

Office Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Terms and Conditions

1. I hereby request to become a member of Fast Track Member Services.
2. I understand that upon acceptance of this application a temporary password will be sent to the email address entered above and I will have up to 24 hours to login and change this temporary password to a permanent password.
3. I understand that it is my responsibility to safeguard access to my account. Orange County assumes no liability for misuse of this Fast Track account.
4. I agree to all terms and conditions.

Acceptance

 Signature of License Holder

 Name of License Holder



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



New Construction Permit Application for Cities with Inter-local Agreements – Page 1

Fire Dept. Permit # _____ Parcel # _____

Date:	New Permit: <input type="checkbox"/>	Correction to a Permit: <input type="checkbox"/>	Revision to a Permit: <input type="checkbox"/>
Note: Corrections occur when a permit has been rejected & revisions occur when changes are made after a permit has been issued!			

Please print or type all information below. Incomplete applications will be returned.		
Project Name:		
Project Address (Include City & State):		
Contractor:		
Contractor Address (Include City & State):		
Phone # (Include area Code)	License #	Corporate Email:
Scope Of Work:		

Permit Or Revision Required By Notice From Inspector? <input type="checkbox"/> Yes <input type="checkbox"/> No

All fees shall be paid at time of submittal in accordance with Orange County Fee Schedule. Payments are made online through Fast Track. Note: FEES ARE NOT REFUNDABLE, once plans are processed.		
Estimated Job Value \$	Fee \$	
Job value Increased? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, total value of job INCLUDING increase: \$	
New Fee \$	Minus Original Fee \$	Total Balance Due \$
Total # of Fire Hydrants:		Are they Public or Private:

Orange County Fire Department Fee Schedule

NEW CONSTRUCTION AND BUILDINGS COST

Commercial/Multi-family <i>Construction</i> Plans Review Permit, Original Submittal Review, and (1) Site Inspection:	
Up to and including \$1,000 valuation	\$ 50.00
Each additional \$1,000 valuation or fraction thereof	\$ 1.00
Commercial/Multi-family <i>Alterations</i> Plans Review Permit, Original Submittal Review, and (1) Site Inspection:	
Up to and including \$1,000 valuation	\$ 41.00
Each additional \$1,000 valuation or fraction thereof	\$ 1.00
Site Plan Review and (1) Inspection Fee	\$ 90.00



Orange County Fire Rescue Department
Office of the Fire Marshal – 7079 University Blvd. Winter Park, FL 32792
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New Construction Permit Application for Cities with Inter-local Agreements – Page 2

Fire Dept. Permit # _____

Project Name:
Project Address:
City, State and Zip Code:

Notarized Signature

Certificate Holder Shall Sign Notarized Portion For New Permits, Corrections, Or Revision.

(Print or Type Name)

I hereby swear, under oath, that all documents and information submitted by me in connection with this permit application process are genuine and truthful.

Signature of Certificate Holder:

STATE OF FLORIDA)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of [] physical presence, or [] online notarization, this _____ day of _____, 20__ by [NAME OF PERSON]

as [TYPE OF AUTHORITY,... e.g. officer, trustee, etc.]

for [NAME OF PARTY ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED]

- [] Personally Known; OR
[] Produced Identification. Type of identification produced:_____
[CHECK APPLICABLE BOX TO SATISFY IDENTIFICATION REQUIREMENT OF FLA. STAT. §117.05]

Notary Public My Commission Expires:

(Printed, typed or stamped commissioned name of Notary Public)

Notary Seal:



Orange County Fire Rescue Department
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INTER-LOCAL NEW CONSTRUCTION/INTERIOR ALTERATIONS **ONLINE SUBMITTAL CHECK LIST**

1. Set of Plans (electronically signed and sealed if applicable)
2. Payment completed through Fast Track

Please be sure to use the Correct Naming Conventions when uploading online:

Architectural or Professional Engineered drawings and/or plans must follow the file naming conventions outlined below in order to be accepted by the system and automatically organized. File names must start with the appropriate prefix to identify their type.

Refer to the chart below to identify the prefix. The prefix should be followed by a three digit sequential number identifying the order of the pages starting with 001, then 002, and so on for each page in the plan file. You must label every sheet that you upload in sequential order and not skip any numbers. After the prefix and sequential page number, please enter the sheet number that the design professional gave to that page, usually found in the lower right-hand corner of the document. Finally, add a short description of what that plan sheet is showing such as "First-floor"

Example: **A001-A1.1-First-Floor.pdf**

- ✓ File names must include the prefix which is known as the description code.
- ✓ Only PDF files are accepted.
- ✓ Files are accepted in portrait or landscape orientation.
- ✓ Only one page per file is allowed.
- ✓ File names must not exceed 40 characters.
- ✓ You may use dashes to separate words in the file name or push the words together as in the examples above. Do not leave any blank spaces or use commas or special characters.

E-Submittal Plan naming conventions:

Prefix	Project Type	File Name Format and Examples
A	Architecture	Format: A001-PlanSheet#-PlanName
A	Architecture	Example: A001-A1.1-CoverSheet.pdf
C	Civil	Format: C001-PlanSheet#-PlanName
C	Civil	Example: C001-C01-SitePlan.pdf
E	Electrical	Format: E001-PlanSheet#-PlanName
E	Electrical	Example: E002-E101-ElectricalDiagram-Floor1.pdf
F	Fire Protection	Format: F001-PlanSheet#-PlanName
F	Fire Protection	Example: F002-FP12-FireProtectionExits.pdf
G	Gas	Format: G001-PlanSheet#-PlanName
G	Gas	Example: G001-G001-GasLineDiagram.pdf
L	Landscape	Format: L001-PlanSheet#-PlanName
L	Landscape	Example: L001-L101-LandscapeTreeRemoval.pdf



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LI	Irrigation	Format: LI001-PlanSheet#-PlanName
LI	Irrigation	Example: LI001-1.1-IrrigationLines.pdf
M	Mechanical	Format: M001-PlanSheet#-PlanName
M	Mechanical	Example: M001-101-AC-Ducts.pdf
P	Plumbing	Format: P001-PlanSheet#-PlanName
P	Plumbing	Example: P001-P200-PlumbingDiagram.pdf
S	Structural	Format: S001-PlanSheet#-PlanName
S	Structural	Example: S001-S1-1stFloorFraming.pdf
SD	Shop Drawings	Format: SD001-PlanSheet#-PlanName
SD	Shop Drawings	Example: SD001-SH01-ShopDrawings.pdf

Project Documentation File Naming Conventions

Any supporting document that is not part of the architectural or Professional Engineered drawings and/or plans set must have a "PD-" prefix in order for the system to accept the upload. After the prefix, add a short description of the file such as "energy-calcs". For this example, you would save the file as **"PD-Energy-Calcs.pdf"**.

Here is a helpful list of requirements:

- ✓ File names must include the prefix (PD-) which is known as the description code.
- ✓ Must be PDF format.
- ✓ Files are accepted in portrait orientation.
- ✓ Multiple pages per file is allowed.
- ✓ File names must not exceed 40 characters.
- ✓ You may use dashes to separate words in the file name or push the words together as in the examples below. Do not leave any blank spaces or use commas or special characters.

Other Documents naming conventions:

Prefix	Project Type	File Name Examples
PD-	Assemblies/Penetrations	PD-Assemblies-Penetrations.pdf
PD-	Comment/Response Letter	PD-Comment-Response-Letter.pdf
PD-	Energy Calculations	PD-Energy-Calculations.pdf
PD-	Installation Instructions	PD-Installation-Instructions.pdf
PD-	Product Approval	PD-Product-Approval.pdf
PD-	Spec Books	PD- Spec-Books.pdf
PD-	Structural Calculations	PD- StructuralCalculations.pdf
PD-	Truss Engineering	PD-TrussEngineering.pdf
PD-	61G15-32 01	PD-61G15-32-01.pdf
PD-	Fire Flow Calculations	PD-Fire-Flow-Calculations.pdf
PD-	Hydraulic Calculations	PD-Hydraulic-Calculations.pdf
PD-	Site Work Cost Estimate	PD-Site-work-Cost-Estimate.pdf



Orange County Fire Rescue Department
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Fire Protection Systems Permit Application – Page 1

Fire Dept. Permit # _____ Building Dept. Permit # _____ Parcel # _____

Date:	New Permit: <input type="checkbox"/>	Correction to a Permit: <input type="checkbox"/>	Revision to a Permit: <input type="checkbox"/>
Note: Corrections occur when a permit has been rejected & revisions occur when changes are made after a permit has been issued!			

Please print or type all information below. Incomplete applications will be returned.

Project Name:		
Project Address (Include City & State):		
Contractor:		
Contractor Address (Include City & State):		
Phone # (Include area Code)	FAX # (Include Area Code)	Corporate Email:
Certificate Holder's Name:		
State License Number:	Expiration Date:	Worker's Compensation Expiration Date:
General Contractor/Owner:		
Address (Include City & State):	Name of Central Station:	
UL Number:	State License No.:	

Permit Type: (One Per Application)							
Chemical Suppression:	Clean Agent:	DAS System:	Fire Alarm:	Fire Pump:	Standpipe:	Sprinkler System:	Underground:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scope Of Work:

Note: Sprinkler Systems Which Contains 50 Or More Heads And Other Suppression Systems, or Fire Alarms Systems Over \$5,000 Are To Be Dated, Signed And Stamped By A Florida Registered Professional Engineer (553.79 Fs).

Permit Or Revision Required By Notice From Inspector? <input type="checkbox"/> Yes <input type="checkbox"/> No

All fees shall be paid at time of submittal in accordance with Orange County Fee Schedule. Note: FEES ARE NOT REFUNDABLE , once plans are processed.		
Estimated Job Value \$	Fee \$	
Job value Increased? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, total value of job INCLUDING increase: \$	
New Fee \$	Minus Original Fee \$	Total Balance Due \$
Fire Hydrant Installation/Relocation/Removal Permit (Up to Five) Total #		Fee Due \$

As of October 1, 2021, all fire hydrant installations, relocations and removals will be assessed a one-time permitting fee of \$30.00 (this payment and fee are for up to five hydrants). Fees will be accessed during the fire hydrant permitting process.



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



Fire Protection Systems Permit Application – Page 2

Fire Dept. Permit # _____ Building Dept. Permit # _____

Project Name:
Project Address:
City, State and Zip Code:

Notarized Signature

Certificate Holder Shall Sign Notarized Portion For New Permits, Corrections, Or Revision.

(Print or Type Name)

I hereby swear, under oath, that all documents and information submitted by me in connection with this permit application process are genuine and truthful.

Signature of Certificate Holder:

STATE OF FLORIDA)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of physical presence, or online notarization, this _____ day of _____, 20____ by [NAME OF PERSON]

as [TYPE OF AUTHORITY,... e.g. officer, trustee, etc.]

for [NAME OF PARTY ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED]

- Personally Known; OR
 - Produced Identification. Type of identification produced: _____.
- [CHECK APPLICABLE BOX TO SATISFY IDENTIFICATION REQUIREMENT OF FLA. STAT. §117.05]

Notary Public My Commission Expires:

(Printed, typed or stamped commissioned name of Notary Public)

Notary Seal:



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



Orange County Fire Department Fee Schedule

<u>From:</u>	<u>To:</u>	<u>Fee:</u>	<u>From:</u>	<u>To:</u>	<u>Fee:</u>
\$0.01	\$1,000.00	\$41.00	\$50,000.01	\$51,000.00	\$291.00
\$1,000.01	\$2,000.00	\$46.00	\$51,000.01	\$52,000.00	\$296.00
\$2,000.01	\$3,000.00	\$51.00	\$52,000.01	\$53,000.00	\$301.00
\$3,000.01	\$4,000.00	\$56.00	\$53,000.01	\$54,000.00	\$306.00
\$4,000.01	\$5,000.00	\$61.00	\$54,000.01	\$55,000.00	\$311.00
\$5,000.01	\$6,000.00	\$66.00	\$55,000.01	\$56,000.00	\$316.00
\$6,000.01	\$7,000.00	\$71.00	\$56,000.01	\$57,000.00	\$321.00
\$7,000.01	\$8,000.00	\$76.00	\$57,000.01	\$58,000.00	\$326.00
\$8,000.01	\$9,000.00	\$81.00	\$58,000.01	\$59,000.00	\$331.00
\$9,000.01	\$10,000.00	\$86.00	\$59,000.01	\$60,000.00	\$336.00
\$10,000.01	\$11,000.00	\$91.00	\$60,000.01	\$61,000.00	\$341.00
\$11,000.01	\$12,000.00	\$96.00	\$61,000.01	\$62,000.00	\$346.00
\$12,000.01	\$13,000.00	\$101.00	\$62,000.01	\$63,000.00	\$351.00
\$13,000.01	\$14,000.00	\$106.00	\$63,000.01	\$64,000.00	\$356.00
\$14,000.01	\$15,000.00	\$111.00	\$64,000.01	\$65,000.00	\$361.00
\$15,000.01	\$16,000.00	\$116.00	\$65,000.01	\$66,000.00	\$366.00
\$16,000.01	\$17,000.00	\$121.00	\$66,000.01	\$67,000.00	\$371.00
\$17,000.01	\$18,000.00	\$126.00	\$67,000.01	\$68,000.00	\$376.00
\$18,000.01	\$19,000.00	\$131.00	\$68,000.01	\$69,000.00	\$381.00
\$19,000.01	\$20,000.00	\$136.00	\$69,000.01	\$70,000.00	\$386.00
\$20,000.01	\$21,000.00	\$141.00	\$70,000.01	\$71,000.00	\$391.00
\$21,000.01	\$22,000.00	\$146.00	\$71,000.01	\$72,000.00	\$396.00
\$22,000.01	\$23,000.00	\$151.00	\$72,000.01	\$73,000.00	\$401.00
\$23,000.01	\$24,000.00	\$156.00	\$73,000.01	\$74,000.00	\$406.00
\$24,000.01	\$25,000.00	\$161.00	\$74,000.01	\$75,000.00	\$411.00
\$25,000.01	\$26,000.00	\$166.00	\$75,000.01	\$76,000.00	\$416.00
\$26,000.01	\$27,000.00	\$171.00	\$76,000.01	\$77,000.00	\$421.00
\$27,000.01	\$28,000.00	\$176.00	\$77,000.01	\$78,000.00	\$426.00
\$28,000.01	\$29,000.00	\$181.00	\$78,000.01	\$79,000.00	\$431.00
\$29,000.01	\$30,000.00	\$186.00	\$79,000.01	\$80,000.00	\$436.00
\$30,000.01	\$31,000.00	\$191.00	\$80,000.01	\$81,000.00	\$441.00
\$31,000.01	\$32,000.00	\$196.00	\$81,000.01	\$82,000.00	\$446.00
\$32,000.01	\$33,000.00	\$201.00	\$82,000.01	\$83,000.00	\$451.00
\$33,000.01	\$34,000.00	\$206.00	\$83,000.01	\$84,000.00	\$456.00
\$34,000.01	\$35,000.00	\$211.00	\$84,000.01	\$85,000.00	\$461.00
\$35,000.01	\$36,000.00	\$216.00	\$85,000.01	\$86,000.00	\$466.00
\$36,000.01	\$37,000.00	\$221.00	\$86,000.01	\$87,000.00	\$471.00
\$37,000.01	\$38,000.00	\$226.00	\$87,000.01	\$88,000.00	\$476.00
\$38,000.01	\$39,000.00	\$231.00	\$88,000.01	\$89,000.00	\$481.00
\$39,000.01	\$40,000.00	\$236.00	\$89,000.01	\$90,000.00	\$486.00
\$40,000.01	\$41,000.00	\$241.00	\$90,000.01	\$91,000.00	\$491.00
\$41,000.01	\$42,000.00	\$246.00	\$91,000.01	\$92,000.00	\$496.00
\$42,000.01	\$43,000.00	\$251.00	\$92,000.01	\$93,000.00	\$501.00
\$43,000.01	\$44,000.00	\$256.00	\$93,000.01	\$94,000.00	\$506.00
\$44,000.01	\$45,000.00	\$261.00	\$94,000.01	\$95,000.00	\$511.00
\$45,000.01	\$46,000.00	\$266.00	\$95,000.01	\$96,000.00	\$516.00
\$46,000.01	\$47,000.00	\$271.00	\$96,000.01	\$97,000.00	\$521.00
\$47,000.01	\$48,000.00	\$276.00	\$97,000.01	\$98,000.00	\$526.00
\$48,000.01	\$49,000.00	\$281.00	\$98,000.01	\$99,000.00	\$531.00
\$49,000.01	\$50,000.00	\$286.00	\$99,000.01	\$100,000.00	\$536.00

For a valuation over \$100,000.01, the fee shall be \$541.00 for the first \$100,000.01 to 101,000.00 plus \$5.00 per thousand thereof over \$101,000.01



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



INTER-LOCAL FIRE SYSTEM ONLINE SUBMITTAL CHECK LIST

1. Set of Plans (electronically signed and sealed if applicable)
2. Set of Cut Sheet

Please be sure to use the Correct Naming Conventions when uploading online:

The E-Submittal Plan naming conventions MUST start with an A or PD

- A001-FPSPlan-JobName (**Plan** Example)
- A002-FPSPlan-JobName (**Multiple File** Example for Plan)
- A003-FPSCutSheets-JobName
- PD003-EarlyStartPermit

- A three-digit sequential number identifying the order of the files starting with 001, then 002, and so on for each file, should follow the prefix (A or PD). You must label every file that you upload in sequential order and not skip or duplicate any numbers.

- If you apply for an Early Start, the naming convention must be the same as shown above. In addition, the early start must be uploaded within the E-Submittal Plans/Documents section.



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



Permit Application for Restricted Access Gate/Fence Installation

Fire Dept. Permit # _____ Building Dept. Permit # _____ Parcel # _____

Date:	New Permit: <input type="checkbox"/>	Revision to a Permit: <input type="checkbox"/>
Note: Corrections occur when a permit has been rejected & revisions occur when changes are made after a permit has been issued!		

Please print or type all information below. Incomplete applications will be returned.

Project Name:		
Project Address (Include City & State):		
Contractor:		
Contractor Address (Include City & State):		
Phone # (Include area Code)	FAX # (Include Area Code)	Corporate Email:
Certificate Holder's Name:		
State License Number:	Expiration Date:	Worker's Compensation Expiration Date:
General Contractor/Owner:		
Scope Of Work:		

Permit Or Revision Required By Notice From Inspector? Yes No

All fees shall be paid at time of submittal in accordance with Orange County Fee Schedule.
 Payments made online through Fast Track. **Note: FEES ARE NOT REFUNDABLE, once plans are processed.**
Restricted Access Gate/Fence Installation Review and Inspection Fee \$ 61.00

Notarized Signature

Certificate Holder Shall Sign Notarized Portion For New Permits, Corrections, Or Revision.

(Print or Type Name)	I hereby swear, under oath, that all documents and information submitted by me in connection with this permit application process are genuine and truthful.		
Signature of Certificate Holder:			
State Of Florida, County Of			
Sworn to and Subscribed Before Me This:	(Day)	(Month)	(Year)
Signature of Notary:		Notary Seal:	
My Commission Expires:			



Orange County Fire Rescue Department
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Phone: 407-836-0004 - Fax: 407-836-8310



INTER-LOCAL RESTRICTED ACCESS GATE **ONLINE SUBMITTAL CHECK LIST**

1. Set of Plans (electronically signed and sealed if applicable)
2. Set of Cut Sheet

Please be sure to use the Correct Naming Conventions when uploading online:

The E-Submittal Plan naming conventions MUST start with an A or PD

- A001-FPSPlan-JobName (**Restricted Access Gate** Example)
- A002-FPSCutSheets-JobName
- PD001-EarlyStartPermit

If you apply for an **Early Start** the naming convention must be the same as shown in the last bullet point above. Also the early start must be uploaded within the E-Submittal Plans/Documents section.



OFFICE OF THE FIRE MARSHAL

7079 University Blvd. Winter Park, FL. 32792

407-836-0004 • Fax 407-836-8310

www.ocfl.net

APPLICATION FOR *INTER-LOCAL* USE PERMIT

Permit Number: **B** _____

Project Address: _____ Suite/Unit: _____

City: _____ State: _____ Zip: _____ Lien: **NA**

What will the commercial space be used for: _____

What was the previous use of space: _____

Tenant/Occupant Name: _____ Email: _____

Telephone: (____) _____ Facsimile: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Business: _____

Property Owner: _____ Email: _____

Telephone: (____) _____ Facsimile: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

I hereby make application for permit as outlined above, and if same is granted I agree to conform to all Division of Building Safety regulations and County Ordinances with the provision to utilize this building in **as is** condition. This permit does not grant permission to alter the structure in any way. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances. A finance hold will be placed on all Use Permits and the Certificate of Occupancy until all applicable fees are paid. For questions please call The Office of the Fire Marshal at 407-836-0004.

Printed name: _____ Date: _____

Signature: _____

Use Permit Review Fee.....\$33.00
(Permit fees will be paid through Fast Track)



Orange County Fire Rescue Department

7079 University Blvd. Winter Park, Florida 32792

Phone: 407-836-0004 • Inspections ONLY: 407-836-0070

Email: FPSIntake@ocfl.net

Application for INTER-LOCAL Tent(s) Permit

(For any Tents or canopies in excess of 900 sq.ft. or any Tents used for the sale of sparklers)

If applicable a separate sparkler sales permit is required from the Office of the Fire Marshal

PLEASE PRINT:

Project Address: _____ Zip: _____

Event Name: _____

Property Owner: _____ Phone:(____) _____

Address: _____ State: _____ Zip: _____

Activity/Use in Tent: _____

of Tents: _____ Setup Date: ___/___/___ Takedown: ___/___/___

Tent Sizes: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

PERMIT NUMBER

Special Conditions: _____

Fire Rescue Department Use Only:

Review Date ___/___/___ Reviewed By: _____ PRT# _____ Fee: \$ _____

Requirements by tent size:

Tent dimensions: _____ ft. X _____ ft.

Tent dimensions: _____ ft. X _____ ft

Tent area: _____ square feet

Tent area: _____ square feet

Occupant load = _____ persons

Occupant load = _____ persons

Number of exits _____, each _____ ft. wide

Number of exits _____, each _____ ft. wide

Number of fire extinguishers*: _____

Number of fire extinguishers*: _____

PLEASE PRINT:

RESPONSIBLE COMPANY/PERSON FOR SETUP INSIDE TENT: _____

Name of License Holder/Agent: _____

Contractor License Number (if applicable): _____

Contact Phone Number: (____) _____ - _____ E-Mail Address: _____

I hereby make application for permit as outlined above, and if granted, I agree to conform to all Florida Fire Provention Code regulations and County ordinances regulating it and in accordance with plans submitted. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances.

Authorized Signature: _____

Acknowledged before me this ___ day of _____, 20___.

By _____, (Seal)

who produced _____ as identification.

Notary Signature: _____ Notary as to Public, Orange County, Florida

Applicable Requirements from the Florida Fire Provention Code 7th Edition:

- 12-foot fire access roadway required on all sides of each tent (or grouping considered as one tent).
• 20-foot separation/access space required between combustible structures and any tent(s). Weeds, brush and dry grass shall be removed from the tent site and within 35 feet.
• No Cooking, other than warming of food items prepared elsewhere, is approval for this tent.
• No Open Flame devices are allowed inside a tent for cooking, lighting or any other purpose.

* Each fire extinguisher is to have a minimum rating of 2A-10BC. Extinguishers must be mounted so as to be visible, with the top of the extinguisher 30"-60" above the floor.

WARNING: Do not obstruct access for firefighting. Do not obstruct fire hydrants or fire department connections.

Exit signs are required in accordance with NFPA 102. Emergency lighting is required if occupied at night.



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



INTER-LOCAL TENT PERMIT **ONLINE SUBMITTAL CHECK LIST**

Items to be submitted to the Fast Track system are as follows:

1. Site plan
2. Flame spread certification. (Per FBC 3102.3.1.)
3. Notarized letter from the property owner giving permission to put the tent on property.

Please be sure to use the Correct Naming Conventions when uploading online:

The E-Submittal Plan naming conventions MUST start with a PD

- PD-SitePlan-EventName
- PD-FlameSpreadCert-EventName
- PD-PropertyOwnerLetter-EventName