



### Pyrotechnics/Open Flame Permit Application Process


With the recent upgrade to our Mobile Eyes system we would like to direct all Pyrotechnics/Open Flame 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)

#### **STEP 1:**

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

#### **STEP 2:**

Once you click on  (Start New Application) search for the address of the location where the display will be held: (LESS IS MORE WITH THIS PROGRAM: Start with just the numerical part of the address)

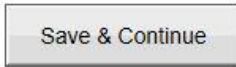
Address	Street	Zip Code
9939	Universal Boulevard	32819



**STEP 3:**

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

- Just click



**MhilaFVAC** 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: Rosen Shingle Creek (if property owner is a business).  
 Phone: 866-996-9939  
 Phone (After Hours):   
 Cell Phone:   
 Fax:   
 Address: 9939 Universal Blvd Do not include "Suite" or "Ste"  
 Suite:   
 City: Orlando  
 State: FL (Florida)   
 Zip Code: 32819  
 Email: N/A@na.com  
\* Field is required

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

**STEP 4:**

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

**MhilaFVAC** 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	Select	Shell
Rosen Shingle Creek	Building Shell		Commercial	Select	Shell
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 5:**

When the pop up box ask Does... 2020 Pyrotechnics ...still occupy this space/suite?

click **YES**

**Current or Not?**

Does...  
**2019 Pyrotechnics**  
 ...still occupy this space/suite?



## STEP 6:

**Job Type:** will be Fire Prevention Permits

**Job Description:**  
Enter the Event name as well as the date and time of the Event  
**Square Feet:** 0 (Zero)  
**Project Cost:** 0 (Zero)

**MhilaFVAC** **New Permit application - Step 4 (Job Setup)**

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

• Job Type: Fire Prevention Permits

• Job Description:  1,000 character limit

• Square Feet:  0 If sq. ft. does not apply, enter 0

• Project Cost: \$ 0

Contractor Comments:  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.

• Field is required

Save & Continue Select Occupant Main Menu

## STEP 7:

### Upload:

- Completed Application
- Payment confirmation email
- Plans
- Any other supporting documents.

Upload Files:

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

Browse...

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



**ORANGE COUNTY FIRE RESCUE DEPARTMENT**  
 OFFICE OF THE FIRE MARSHAL – 7079 University Blvd. Winter Park, Florida 32792  
 Office: (407) 836-0004 Fax: (407) 836-8310



Date: \_\_\_\_\_

Fire Dept. Permit #: \_\_\_\_\_

(Fire Dept. Office Use Only)

**Permit Application for Indoor/Outdoor Display**

Permit Fee of \$322.00 for Aerial Fireworks/Pyrotechnics/Flame Effect\* is not refundable)  
 (Permit Fee of \$91.00 Open Flame is not refundable)

*\*Includes permit, permit review, and inspection when set-up. Hourly fire-watch and stand-by fees are in addition and are charged 1 hour prior to the shoot time, until 1 hour after the final shot, with a four hour minimum.  
 (Applicant Shall Provide a Sets of Plans [Include Site and/or Floor Plans] and Product Submittal Data Sheets With This Application)*

**Applications must be submitted 21 days prior to the show or an Expedited Plans Review fee of \$227.00 will be charged.**

<b>Type of Display (check one)</b>			
<b>Aerial Fireworks</b> <input type="checkbox"/>	<b>Pyrotechnics</b> <input type="checkbox"/>	<b>Flame Effects</b> <input type="checkbox"/>	<b>Open Flame</b> <input type="checkbox"/>

Show Name:	
Show Address:	
Ceiling Height:	Total square feet of clear area around discharge site:

Business Name:	
Business Email:	
Business Address:	
Telephone #:	Fax #:

Operator's Name:	
Permanent Address:	
Telephone #:	Fax #:
Driver's License #:	
Age:	Date of Birth:
Federal License #:	
Bond/Certificate of Insurance in the amount of:	

Starting Date:	Ending Date:
<b>(PER AUTHORITY HAVING JURISDICTION)</b>	

Amount of explosives to be discharged per show:
Explosives to be used (Diameter of Mortars if Used):
(Note: if the display is within a building only the amount of explosives to be used in one show shall be allowed inside the building at any given time. Additional amounts shall be stored in accordance with criteria set forth by The State Fire Marshal's Rules And Regulations.)

<b>Conditions of Permit</b>
<ol style="list-style-type: none"> <li>The applicant shall have a site inspection and approval by the Orange County Fire Rescue Department prior to conducting a event.</li> <li>The applicant shall comply with all applicable requirements of the Florida Statutes, the State Fire Marshal's Rules and Regulations, the Florida Fire Prevention Code, and all other applicable codes and standards.</li> <li>The authority having jurisdiction shall require standby fire personnel when potentially hazardous conditions exist, due to the type of performance, display, exhibit, or activity, or the number of persons present (FFPC 3-10.3). The number of personnel and fire department apparatus shall be determined by the Fire Marshal after review of the specifics of the event.</li> </ol>

I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge. I agree to comply with all state statues, county ordinances, federal, state, and local regulations. I certify that I am authorized by the organization named herein to act as its agent for the herein-described activity. I and the organization on whose behalf I make this application, hereby represent, stipulate, contract, and agree that we jointly and severally indemnify and hold the County harmless against all liability, including court costs and attorney fees, for any and all claims for damage to property, or injury to or death of persons arising out of or resulting from issuance of the permit or the conduct or the activity of which it was issued for and the actions or failure to act on the part of the applicant's representatives, employees, agents, servants, assignees, invites, or any persons connected to the applicant.

**Notice:**

The name of the person signing, along with their title, is to be typed immediately below the signature line.

Signature:

Name (Printed or Typed):

Title (Printed or Typed):

---

**Office of the Fire Marshal Use Only**

Clearances: (May be obtained by phone)

Fire Department:  Approved  Disapproved

**Services Required By The Office of The Fire Marshal**

# Of Personnel	Equipment	Hours	Rate	Cost
<b>Totals:</b>				

Fire Official's Representative:

Date:

Reviewer's Comments:






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

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.