

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



STEP 3:

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



STEP 4:

Click on the green box to "Apply for a Permit"



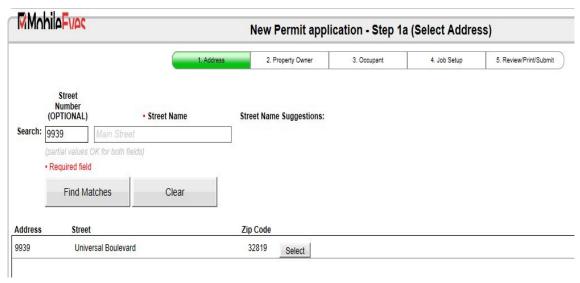


Orange County Fire Rescue Department Office of the Fire Marshal – 7079 University Blvd. Winter Park, FL 32792

Phone: 407-836-0004 - Fax: 407-836-8310

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.



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

MohileFves		New F	ermit applica	ation - Step 2 (P	roperty Own	er)
		1. Address 2. Pr	operty 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					
Suite:	7 A	Do not include "Suit	e" or "Ste"			
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		



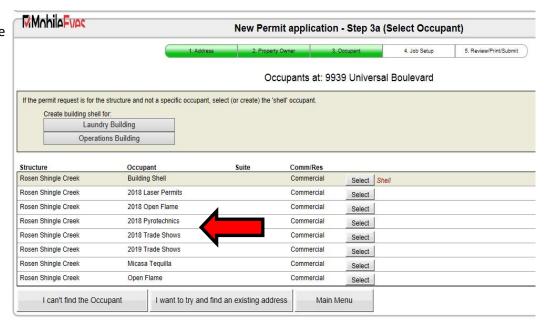
STEP 7:

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)



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.





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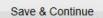
STEP 9:

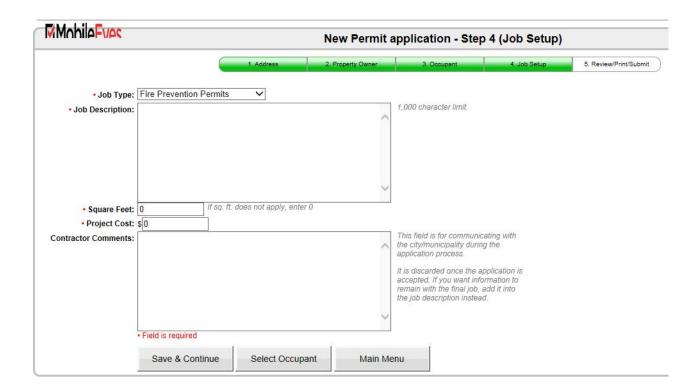
"Job Type": Select: Fire Prevention Permits in the dropdown box.

"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"







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

	Browse	
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east one attachment Your application is saved.	required. Click Main Menu if you do n	ot want to submit it yet.

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		Corr	ection to	a Permit 🗌	Revis	ion to a P	ermit 🗌	
Trade Show: Yes	NO 🗌	Conve	es 🗌 NO 🗌	Vehicle: Yes NO				
Are Open Flame Devices B	eing Used? (OCFRD Requires	A Fire Dep	artment Fire Watch For Such I	Events) T	es [□No	
Will there be any Cooking:	Yes NO		Wi	ll there be any FOG/HAZ	ZE: Yes] NO [
Name of Event:								
Name of Facility:								
Ballroom Name:								
Address of Facility:								
Facility/Hotel/Venue Contact	Person:			Cell #:				
Application Submitted by (Co	mpany):							
Applicant Address:								
Applicant Name:				Applicant Email:				
Applicant Phone #: Appl				Applicant Fax #:				
Trade Show & Convention Pe		•		Total Amount Paid:				
N ₀	o Addition	al Fees Rec	quired F	For Corrections Or R	evisions	<u>s!</u>		
Multi-Level Booth: Yes	NO 🗌			Covered Booth: Yes 🗌	NO 🗌 I	f Yes Size	:	
Stage(s): *Yes \(\subseteq NO \subseteq \)			*If Yes; S	tage Provided by:				
	& Sealed Engi			ided if stage provided by 3 rd H	Party Vendo	<u>r</u> ***		
Set Up Date:	Гime):	ne): To (Time):						
-		pen (Time): Doors		Doors Close (Time):	Doors Close (Time):			
Number of Booths:	Size of Booth		Booth (Construction Pipe/Drape:	Booth (Constructio	on Other:	
If other please describe:					l .			
Facility/Show Manager's S	ignature:							
		Office of	the Fir	e Marshal Use Only				
Reviewers Signature						Date:		
Code Enforcement Standby	y Required (Based upon inform	nation discl	osed @ time of application):	Ye	s	No	



o Tents over 900 sqft

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

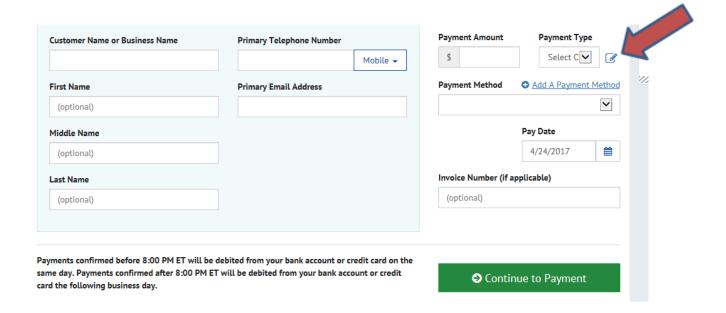
Compl	leted Application Include set-up and start days and times for each separate room layout Provide a production schedule for multiple days Applicant should also be the on-site contact for the Event. Provide contact's cell phone for inspection.
Permit o o	Fee -payable to "Orange County Board of County 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 o o o	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
Addition	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 o	Show stairs - All stairs require handrails - Show all handrails on plans If stage is provided by a 3 rd party vender include signed & sealed engineer drawings are required
Pre-fun o o	oction Space Show registration area or service desk Show any Entrance Units (do not block any exits) Show any tables, booths, and food & beverages
Fire Wa	atches – 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 o o	Permitting & Inspections are required for: Performance lasers Aerial Fireworks Open flames



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.



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: <u>E-BillExpress@E-Billexpress.com</u> **Date:** June 2, 2017 at 9:42:25 AM EDT

To: 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	Payment Amount	Payment Type	Additional Information
3008121234	Orange County BCC		01 - Permitting	Event Name and
Ilm			(OFM)	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.