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

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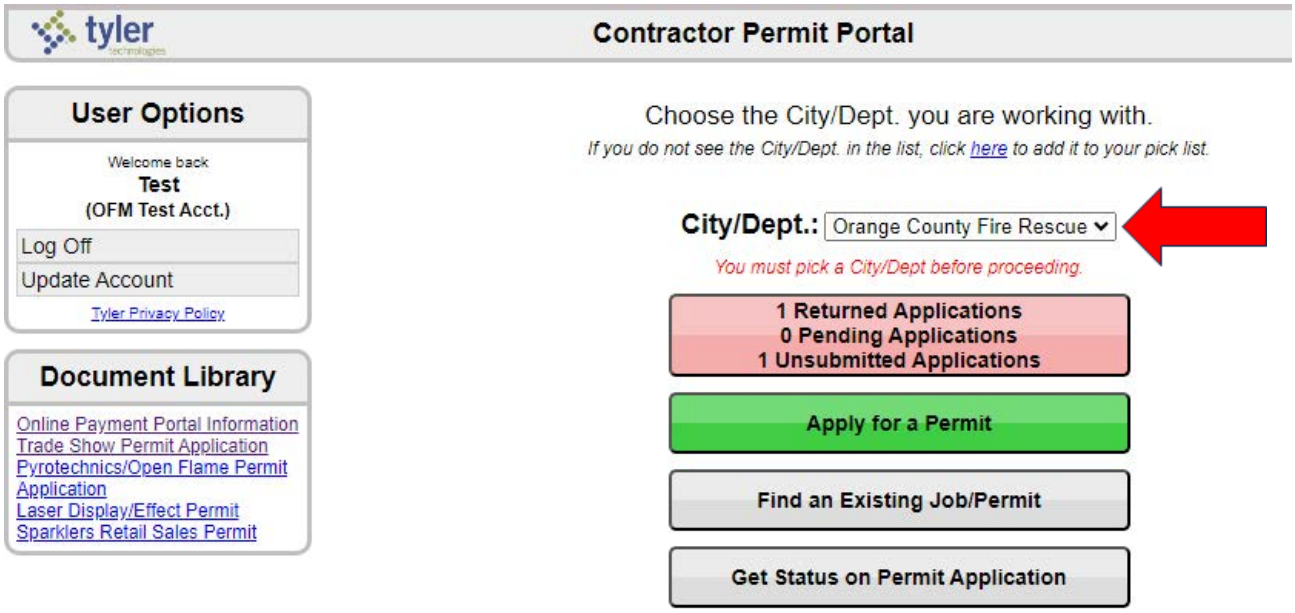
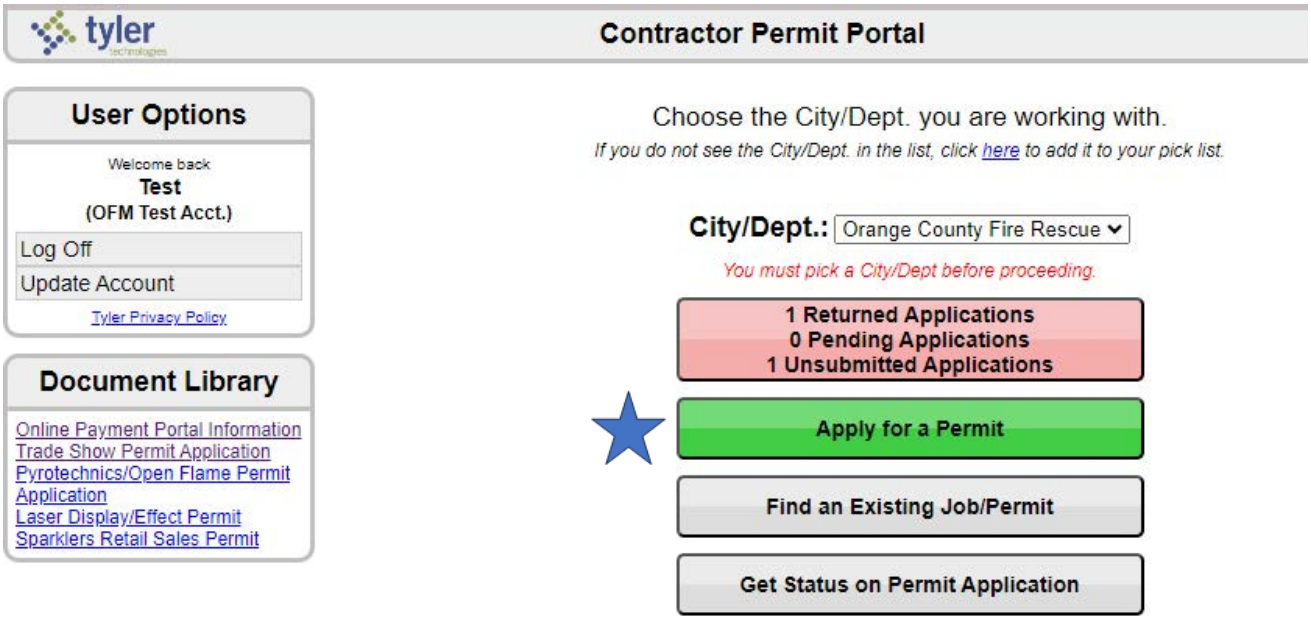
STEP 3:

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"



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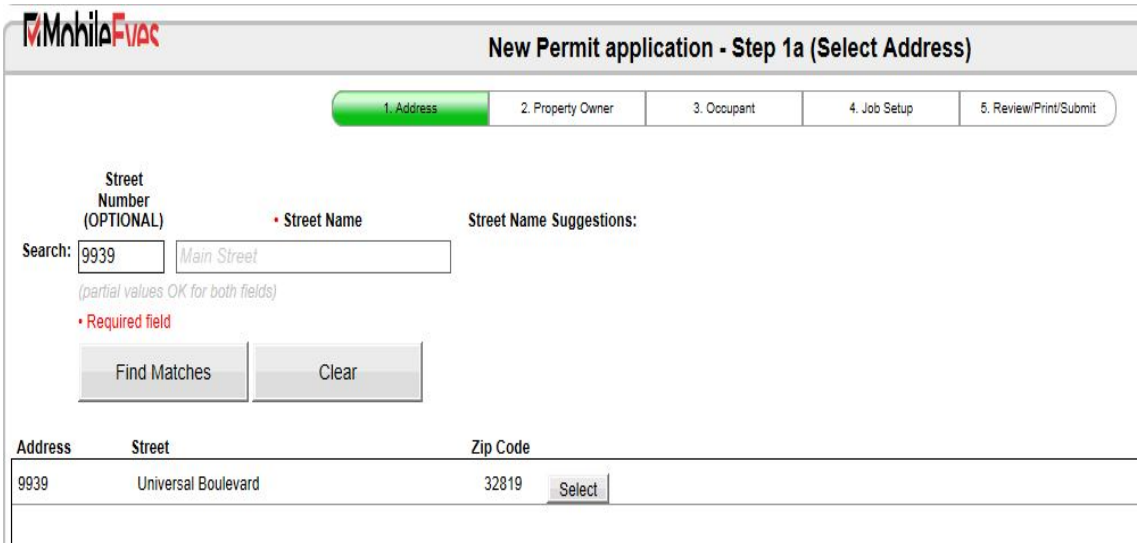
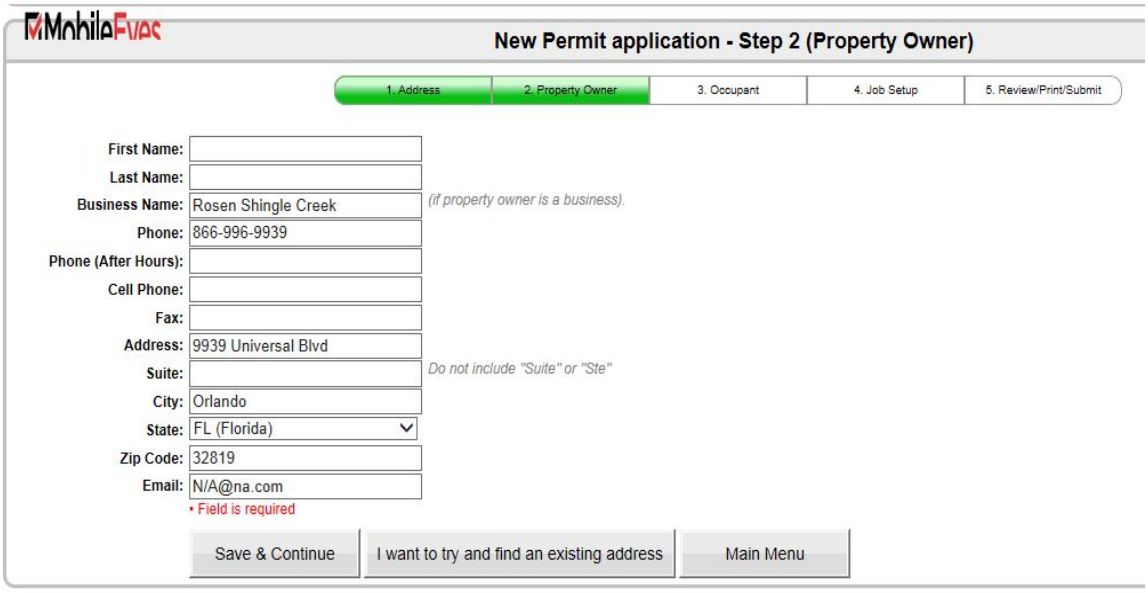
STEP 5:

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".



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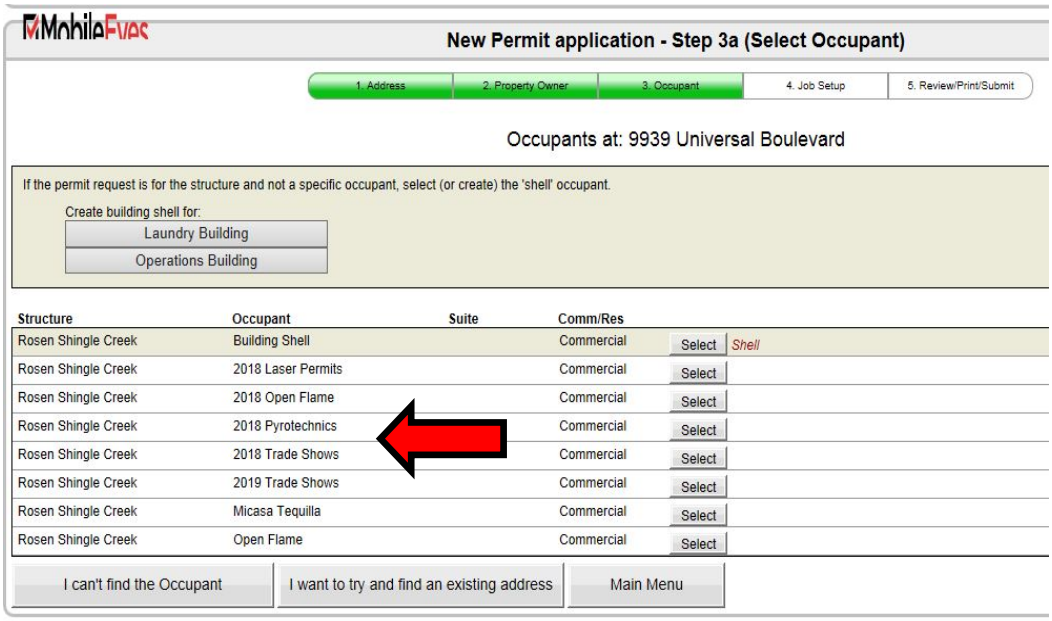
STEP 7:

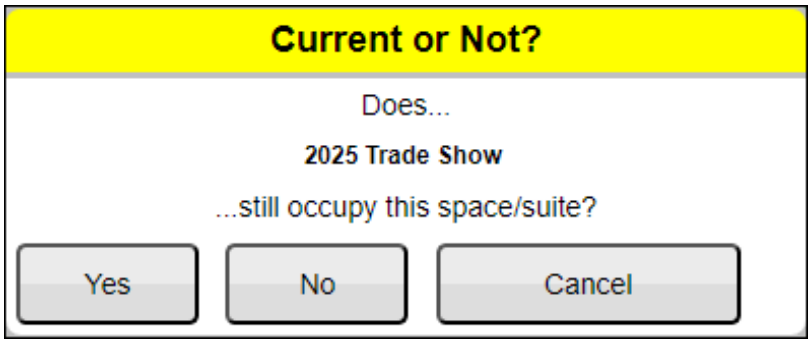
Verify that under "Structure" the event location is listed. Under "Occupant", verify the Year and Event type Permit desired and click the "Select" box to the right on the same line.

Please be sure to select from the **EXISTING** Occupant List the correct occupant will be based on your **Event type and year**: (Example: 2025 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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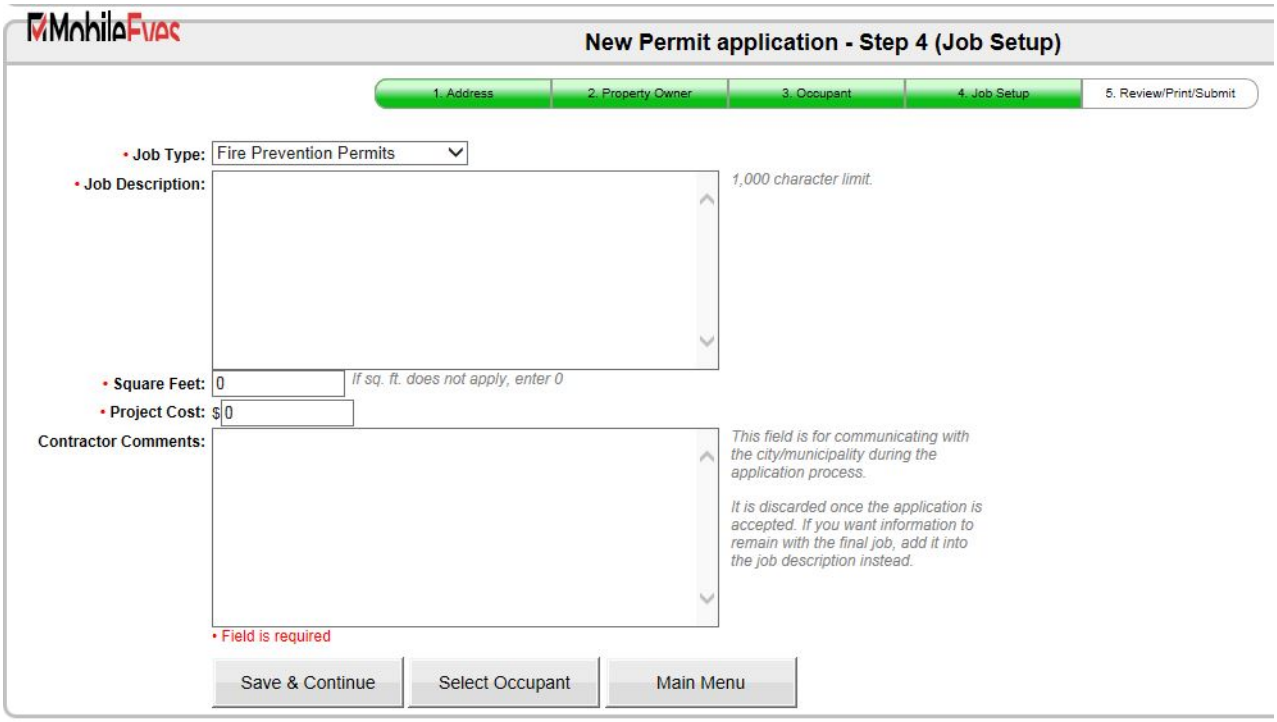
STEP 9:

"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" Save & Continue



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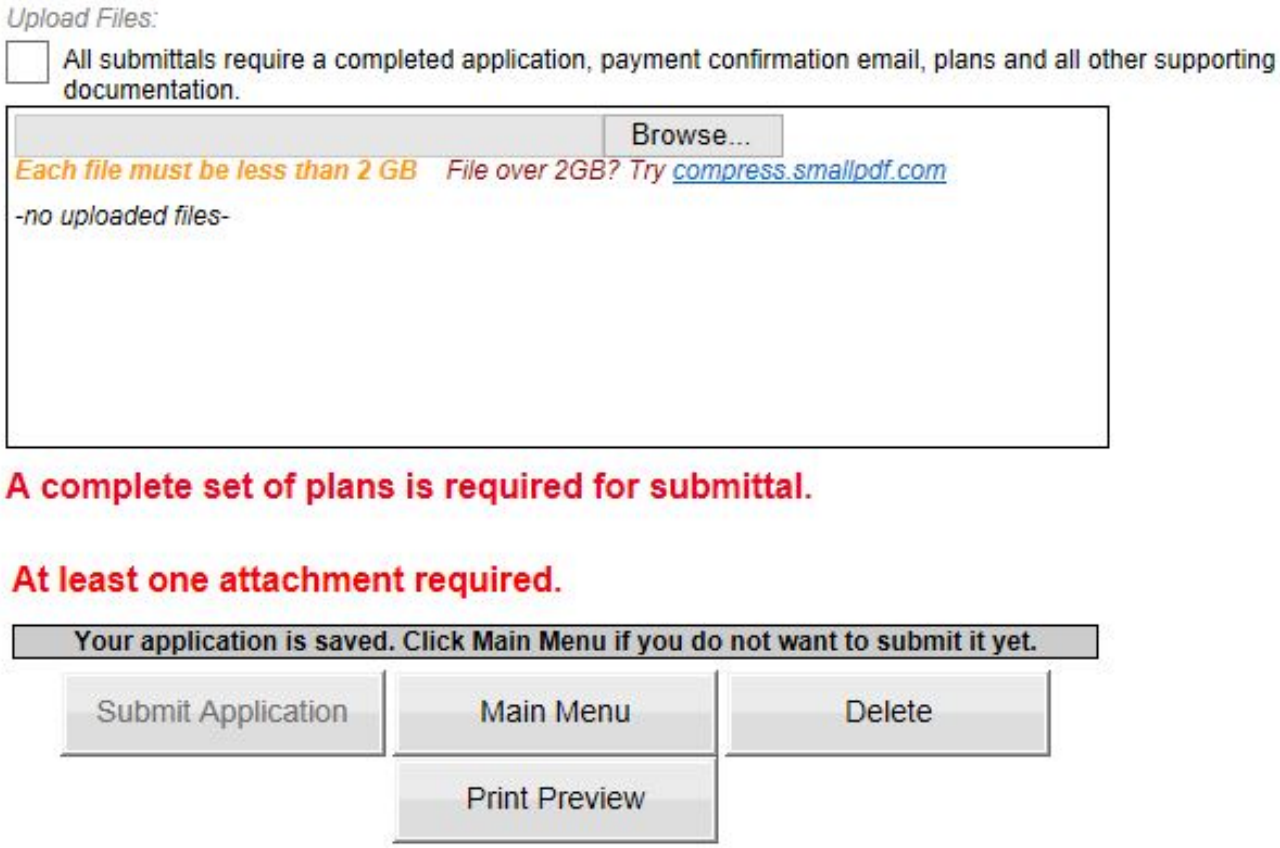
STEP 10:

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**



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 $110.00 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 after-hours inspection fee of $286.00 will be charged.

Applications must be submitted 21 days prior to the show or an additional Expedited Plans Review fee of $284.00 will be charged.

Date: _____ **Fire Dept. Permit #**_____
(Fire Dept. use only)

New Permit ☐	**Correction to a Permit** ☐	**Revision to a Permit** ☐
Trade Show: Yes ☐ **NO** ☐	**Convention: Yes** ☐ **NO** ☐	**Vehicle: Yes** ☐ **NO** ☐
Are Open Flame Devices Being Used? (OCFRD Requires A Fire Department Fire Watch For Such Events) ☐**Yes** ☐**No**		
Will there be any Cooking: Yes ☐ **NO** ☐	**Will there be any FOG/HAZE: Yes** ☐ **NO** ☐	

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 = $110.00	**Total Amount Paid:**
No Additional Fees Required For Corrections Or Revisions!	

Multi-Level Booth: Yes ☐ **NO** ☐		**Covered Booth: Yes** ☐ **NO** ☐ **If Yes Size:**	
Stage(s): *Yes ☐ **NO** ☐		***If Yes; Stage Provided by:**	
******Signed & Sealed Engineer drawing must be provided if stage provided by 3rd 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:** ☐	**Booth Construction Other:** ☐
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):		☐**Yes**	☐**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
  - 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 $110.00
  - Inspections will be 1 hour prior to the start time of the event
  - If inspection start time is outside normal business hours (7:00am-5:30pm), an after-hours inspection fee of $286.00 will be charged.
  - <u>All payments to the county must be uploaded for processing.</u>

- ❑ 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 sq.ft., 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 3rd party vendor 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

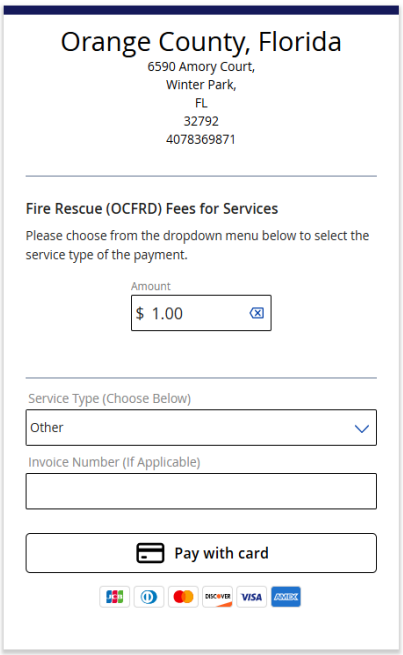
- ❑ Fire Watches – If required provide a request letter on the <u>Venue's letterhead</u> including:
  - Show name, Start and End Times, Reason for the Fire Watch and On-Site Contact Information.
  - Fire Watch start and end times (<u>include 30 minutes before and finish 30 minutes after the show</u>)
  - Four (4) Hour minimum Required for Fire Watch, $268.00 for the first 4 hours ($69.00 for each additional hour or one-half hour fraction thereafter).
  - Upload Fire Watch letter when applying.

- ❑ Special Permitting & Inspections are required for:
  - Performance lasers
  - Aerial Fireworks
  - Open flames
  - Tents over 900 sq.ft.

Now Available

Orange County Fire Rescue Online Payments!

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



For your convenience you can make your secure payment

ONLINE using a credit card or funds withdrawn directly

from your bank account (ACH).

https://ebc2.cybersource.com/ebc2/payByLink/pay/AAZ88QPJs0eXTdmi1byy0KOAnud2y5lludGIWiYwiFYVOWAROyX02zP6nEssGGXS