



Date Submitted  
Permit Application Number  
**Orange County Division of Building Safety**  
201 South Rosalind Avenue  
Post Office Box 2687, Orlando, Florida 32802-2687  
**Phone:** 407-836-5550  
[www.ocfl.net/building](http://www.ocfl.net/building)

## Development Services Pre-Review Meeting Request Form

### Project Information

Address

Parcel ID

Project Name

Permit Number (if applicable)

Project Type

Work Type

Brief Project Description

### Meeting Information

Contact Information for Person Requesting the Meeting

Name

Title

Email Address

Phone

Meeting Type Requested

In Person

Virtual

Both In-Person and Virtual

Total number of in-person attendees

Propose Three to Four Meeting Dates and Times.

1<sup>st</sup> Date and Time

2<sup>nd</sup> Date and Time

3<sup>rd</sup> Date and Time

4<sup>th</sup> Date and Time

To submit this form, please send as an attachment to [planscoordination@ocfl.net](mailto:planscoordination@ocfl.net).



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**Division representatives requested to be in attendance. Only select departments relevant to your project. Multiple meetings may be required depending upon schedule availability.**

**Architectural/Lighting**

**Development Engineering**

**Plan Review**

**Environmental Protection**

**Plan Review MEP**

**Florida DOH (septic)**

**Inspections, Building**

**Office of the Fire Marshal**

**Inspections, Mechanical**

**Utilities**

**Inspections, Electrical**

**Zoning, Plan Review**

**Inspections, Plumbing**

**Zoning, Landscaping**

**Email Address of Each Attendee**

**Key Meeting Discussion Topics**

**Preparing for the meeting**

- Pre-review meetings are to be presented by the customer and must be in digital format as most meetings will include a virtual option. A PowerPoint presentation is preferred.
- Five business days prior to the scheduled meeting, please email an agenda along with your presentation to be distributed to all attendees in advance of the meeting to [planscoordination@ocfl.net](mailto:planscoordination@ocfl.net).

**Submitting a meeting request**

- At the time of the meeting request submittal, you must advise if attorney representation will be in attendance. Orange County has the right to cancel the meeting if not advised as requested.
- A site plan, with each structure labeled, must accompany the meeting request. Please email the completed form along with a site plan to [planscoordination@ocfl.net](mailto:planscoordination@ocfl.net).

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