



**Orange County Fire Marshal Office**  
**7079 University Blvd, Winter Park, FL 32792**  
**Phone: 407-836-0070 Fax: 407-836-8330**

**Afterhours Inspection Request**

Today's Date: \_\_\_\_\_

To request an afterhours inspection, a completed application must be submitted to the Orange County Fire Marshal's Office **before 1:00pm on the day being requested**. The term afterhours means any time other than the normal working hours (Monday through Friday between 7:00 AM and 5:30 PM). Fees are \$262 for the first 4 hours this fee is to be processed—any additional hour after the first 4 will incur an additional \$53 per each hour. Email your completed request to Assistant Fire Marshals [Scott.Workman@ocfl.net](mailto:Scott.Workman@ocfl.net) and [Inesita.Pressler@ocfl.net](mailto:Inesita.Pressler@ocfl.net) also cc [Natasha.Mincey@ocfl.net](mailto:Natasha.Mincey@ocfl.net) and [Stephanie.Elix@ocfl.net](mailto:Stephanie.Elix@ocfl.net) or fax to 407-836-8330.

- All requests must be received prior to 1:00 PM on the day of inspection. For weekend inspections, the fee(s) must be paid by Friday before 1:00 PM
- Cancellations/Reschedule must be submitted before 1:00 PM the day of inspection to avoid a charge

**ONLY ONE PERMIT NUMBER PER FORM**

Permit Number: \_\_\_\_\_ Job Name: \_\_\_\_\_

Select inspection type:  Final  TCO  Alarm  Sprinkler  Underground  
 Chemical Suppression  DAS  Other

Type of Inspection Needed: \_\_\_\_\_

Job Address: \_\_\_\_\_

Reason for Afterhours Inspection \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_ Hours Needed: \_\_\_\_\_

Contact person and phone number during business hours: \_\_\_\_\_

After Hours person and phone number: \_\_\_\_\_

Payments should be made on the Orange County FastTrack System

<https://fasttrack.ocfl.net/OnlineServices/>

**FOR OFFICE USE ONLY**

Inspector assigned: \_\_\_\_\_

Approved by: \_\_\_\_\_

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

## Inspection Documentation

Inspection Type	Report Needed	Document Description
Underground Final	Contractors Material and Test Certificate for UG	Testing Certificate
Sprinkler Overhead Final	Contractors Material and Test Certificate for Overhead	Testing Certificate
Fire Alarm Initial	Test Letter	Testing Result/Report/Letter
Fire Alarm Final	Completion Report	Completion Report
Chemical Suppression Final	Wet Chemical System Acceptance Test Report	Testing Result/Report/Letter
Hydrant Final	Hydrant Flow Report	Testing Result/Report/Letter
Clean Agent Final	Acceptance Test Report	Testing Result/Report/Letter
DAS Final	Communication System Record of Completion and Testing Results	Completion Report & Testing Result/Report/Letter

### In FAST TRACK

Document Type will always be Project Documentation

Document Description is EXTREMELY important as this information is what the system is searching for.

Document Type: Project Documentation

Document Description: [Select a Document Description]

File To Upload:

- [Select a Document Description]
- Cancellation Letter
- Change Letter
- Completion Report
- Disconnect Forms
- Dry-In Affidavit
- Extension Letter
- Notice of Commencement
- Owner builder disclosure form
- Page 2 Application
- Testing Certificate
- Testing Result/Report/Letter

Note: This site allows direct upload of documents. Please take reasonable precautions to review documents before uploading. Misuse of this upload tool will result in account suspension.

### File Name Examples:

PD005-CompletionReport-JobName

PD006-TestCertificate-JobName

PD007-TestLetter-JobName

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



OFFICE OF THE FIRE MARSHAL  
ORANGE COUNTY FIRE RESCUE

7079 UNIVERSITY BLVD  
WINTER PARK, FL 32972

PHONE 407-836-0070, ext. 3 Fax 407-836-8330

DATE OF REQUEST: \_\_\_\_\_

**Note:** *Submit request(s) 5 days prior to date needed for the inspection or event.* The minimum cost of the engine is \$1,364.00 dollars for the first 4 hours and \$342.00 dollars for each additional hour or one-half hour fraction. Hours requested need to include an extra one and a half hours for travel time to and from the fire station—*preferably no time before 9am on requested day.*

**Important:** *If you need to cancel of this request shall be emailed to [ofmpermits@ocfl.net](mailto:ofmpermits@ocfl.net), one day prior to the event.*

ENGINE REQUEST FORM

LOCATION NAME: \_\_\_\_\_ PERMIT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DIRECTIONS IF APPLICABLE: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_ TOTAL ESTIMATED TIME: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

REASON FOR ENGINE:  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

Request Form       Payment

Sent to Ops       Date Assigned/Master Calendar

Inspection Required - Yes or No