



Click2Enter Permit Application Process

With the recent upgrade to our Mobile Eyes system we would like to direct all Click2Enter 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

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



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



Fire Dept. Permit # _____ Building Dept. Permit # _____ Parcel # _____

Date:	New Permit: <input type="checkbox"/>	Correction to a Permit: <input type="checkbox"/>	Revision to a Permit: <input type="checkbox"/>
Note: Corrections occur when a permit has been rejected & revisions occur when changes are made after a permit has been issued!			

Please print or type all information below. Incomplete applications will be returned.		
Project Name:		
Project Address (Include City & State):		
Contractor:		
Contractor Address (Include City & State):		
Phone # (Include area Code)	FAX # (Include Area Code)	Corporate Email:
Certificate Holder's Name:		
State License Number:	Expiration Date:	Worker's Compensation Expiration Date:
General Contractor/Owner:		
Scope Of Work:		

Permit Or Revision Required By Notice From Inspector? <input type="checkbox"/> Yes <input type="checkbox"/> No

All fees shall be paid at time of submittal in accordance with Orange County Fee Schedule. Make checks payable to <u>O.C.B.C.C.</u> or pay Online at https://ww2.e-billexpress.com/ebpp/OCFRDBillPay/ Note: FEES ARE NOT REFUNDABLE, once plans are processed.		
Restricted Access Gate/Fence Installation Review and Inspection Fee \$ 59.00	Check #	Receipt #

Notarized Signature			
Certificate Holder Shall Sign Notarized Portion For New Permits, Corrections, Or Revision.			
(Print or Type Name)	I hereby swear, under oath, that all documents and information submitted by me in connection with this permit application process are genuine and truthful.		
Signature of Certificate Holder:			
State Of Florida, County Of			
Sworn to and Subscribed Before Me This:	(Day)	(Month)	(Year)
Signature of Notary:	Notary Seal:		
My Commission Expires:			



**FIRE RESCUE DEPARTMENT
OFFICE OF THE FIRE MARSHAL**

7079 University Blvd.
Winter Park, FL 32792
(407) 836-0070 Fax (407) 836-8330
www.ORANGECOUNTYFL.net

Click2Enter SUBMITTAL CHECK LIST

1. Notarized Application
2. Building Permit
3. Scope of Work
4. State License
5. Click2Enter Certification
6. Certificate of Liability/Workers Compensation (Certificate Holder Name:
O.C.B.C. 201 S. Rosalind Ave. Orlando, FL. 32801)
7. Uploaded Sets of Plans
8. Uploaded Set of Cut Sheets
9. Payment in Advance (Copy of Email confirmation)

Thank you,
Orange County Fire Marshal's Office





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.

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

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
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 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.