



[fasttrack.ocfl.net](http://fasttrack.ocfl.net)

## Inter-local Permits Quick Start Guide

1. Create Fast Track Account (form attached) if one not already created.
2. Email completed *permit application* (forms attached) & *signed contract* to [FPSIntake@ocfl.net](mailto:FPSIntake@ocfl.net) for input.  
*Form Types:*
  - 2.1. New Construction/Interior Alteration
  - 2.2. Fire Protection Systems
  - 2.3. Restricted Access Gate & Fence
  - 2.4. USE
  - 2.5. Tent
3. You will received notification that the permit submission has been complete and the permit is ready for the plans and cutsheets uploads.
4. Attach Plans & Supporting Documents in Fast Track within 48 Hours of received submission complete email notification.
5. Once the review is complete you will be able to Pay Fees in Fast Track to receive your issued permit.  
  
➤ If you have any questions please contact the Office of the Fire Marshal at 407-836-0004 option 2 for permit information or email [FPSIntake@ocfl.net](mailto:FPSIntake@ocfl.net).



**Orange County Fire Rescue**  
**Office of the Fire Marshal**  
7079 University Blvd.  
Winter Park, Florida 32792  
**Phone:** 407-836-0004  
<http://FastTrack.ocfl.net>

**Fast Track Member Services Registration**

Fast Track Member Services allows licensed contractors to apply for permits, submit plans electronically and pay permitting and licensing fees online with a credit card. These services are accessible at [FastTrack.ocfl.net](http://FastTrack.ocfl.net) with a valid login. To gain access to these tools, licensed contractors registered with Orange County Office of the Fire Marshal must complete the registration form below and return it in person or via email at [FPSIntake@ocfl.net](mailto:FPSIntake@ocfl.net).

Credit card information is not kept on file. For questions about the registration process, please contact [FPSIntake@ocfl.net](mailto:FPSIntake@ocfl.net).

**Member Information**

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

New Registration  Email Information Update

License Holder’s Name As it Appears on Florida State License: \_\_\_\_\_

Florida State Issued License Number: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Terms and Conditions**

1. I hereby request to become a member of Fast Track Member Services.
2. I understand that upon acceptance of this application a temporary password will be sent to the email address entered above and I will have up to 24 hours to login and change this temporary password to a permanent password.
3. I understand that it is my responsibility to safeguard access to my account. Orange County assumes no liability for misuse of this Fast Track account.
4. I agree to all terms and conditions.

**Acceptance**

\_\_\_\_\_  
Signature of License Holder

\_\_\_\_\_  
Name of License Holder

**Information to Provide:**

- Completed Registration Form
- Copy of License
- Business Tax Receipt
- Certification of Worker Comp. Insurance with:  
Orange County, FL. 109 E. Church St. Suite 200 Orlando, FL. 32801 as the Certificate Holder.



**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



**New Construction Permit Application for Cities with Inter-local Agreements – Page 1**

Fire Dept. Permit # \_\_\_\_\_ Parcel # \_\_\_\_\_

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

<b>Please print or type all information below. <span style="color:red">Incomplete applications will be returned.</span></b>		
Project Name:		
Project Address (Include City & State):		
Contractor:		
Contractor Address (Include City & State):		
Phone # (Include area Code)	License #	Corporate Email:
Scope Of Work:		

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

<b>All fees shall be paid at time of submittal in accordance with Orange County Fee Schedule. Payments are made online through Fast Track.          Note: FEES ARE NOT REFUNDABLE, once plans are processed.</b>		
Estimated Job Value \$	Fee \$	
Job value Increased? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, total value of job <b>INCLUDING</b> increase: \$	
New Fee \$	Minus Original Fee \$	Total Balance Due \$
<b>Total # of Fire Hydrants:</b>		<b>Are they Public or Private:</b>

**Orange County Fire Department Fee Schedule**

**NEW CONSTRUCTION AND BUILDINGS COST**

Commercial/Multi-family <i>Construction</i> Plans Review Permit, Original Submittal Review, and (1) Site Inspection:	
Up to and including \$1,000 valuation .....	\$ 59.00
Each additional \$1,000 valuation or fraction thereof .....	\$ 1.00
Commercial/Multi-family <i>Alterations</i> Plans Review Permit, Original Submittal Review, and (1) Site Inspection:	
Up to and including \$1,000 valuation .....	\$ 47.00
Each additional \$1,000 valuation or fraction thereof .....	\$ 1.00
Site Plan Review and (1) Inspection Fee .....	\$105.00



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**New Construction Permit Application for Cities with Inter-local Agreements – Page 2**

Fire Dept. Permit # \_\_\_\_\_

Project Name:
Project Address:
City, State and Zip Code:

**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 )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me by means of  physical presence, or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by [NAME OF PERSON]

as [TYPE OF AUTHORITY,... e.g. officer, trustee, etc.] \_\_\_\_\_,

for [NAME OF PARTY ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED] \_\_\_\_\_

- Personally Known; OR
  - Produced Identification. Type of identification produced: \_\_\_\_\_.
- [CHECK APPLICABLE BOX TO SATISFY IDENTIFICATION REQUIREMENT OF FLA. STAT. §117.05]

\_\_\_\_\_  
Notary Public My Commission Expires:

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of Notary Public)

**Notary Seal:**



**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**



## **INTER-LOCAL NEW CONSTRUCTION/INTERIOR ALTERATIONS** **ONLINE SUBMITTAL CHECK LIST**

1. Set of Plans (electronically signed and sealed if applicable)
2. Payment completed through Fast Track

### **Please be sure to use the Correct Naming Conventions when uploading online:**

Architectural or Professional Engineered drawings and/or plans must follow the file naming conventions outlined below in order to be accepted by the system and automatically organized. File names must start with the appropriate prefix to identify their type.

Refer to the chart below to identify the prefix. The prefix should be followed by a three digit sequential number identifying the order of the pages starting with 001, then 002, and so on for each page in the plan file. You must label every sheet that you upload in sequential order and not skip any numbers. After the prefix and sequential page number, please enter the sheet number that the design professional gave to that page, usually found in the lower right-hand corner of the document. Finally, add a short description of what that plan sheet is showing such as "First-floor"

Example: **A001-A1.1-First-Floor.pdf**

- ✓ File names must include the prefix which is known as the description code.
- ✓ Only PDF files are accepted.
- ✓ Files are accepted in portrait or landscape orientation.
- ✓ Only one page per file is allowed.
- ✓ File names must not exceed 40 characters.
- ✓ You may use dashes to separate words in the file name or push the words together as in the examples above. Do not leave any blank spaces or use commas or special characters.

E-Submittal Plan naming conventions:

Prefix	Project Type	File Name Format and Examples
A	Architecture	Format: A001-PlanSheet#-PlanName
A	Architecture	<b>Example: A001-A1.1-CoverSheet.pdf</b>
C	Civil	Format: C001-PlanSheet#-PlanName
C	Civil	<b>Example: C001-C01-SitePlan.pdf</b>
E	Electrical	Format: E001-PlanSheet#-PlanName
E	Electrical	<b>Example: E002-E101-ElectricalDiagram-Floor1.pdf</b>
F	Fire Protection	Format: F001-PlanSheet#-PlanName
F	Fire Protection	<b>Example: F002-FP12-FireProtectionExits.pdf</b>
G	Gas	Format: G001-PlanSheet#-PlanName
G	Gas	<b>Example: G001-G001-GasLineDiagram.pdf</b>
L	Landscape	Format: L001-PlanSheet#-PlanName
L	Landscape	<b>Example: L001-L101-LandscapeTreeRemoval.pdf</b>



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LI	Irrigation	Format: LI001-PlanSheet#-PlanName
LI	Irrigation	<b>Example: LI001-1.1-IrrigationLines.pdf</b>
M	Mechanical	Format: M001-PlanSheet#-PlanName
M	Mechanical	<b>Example: M001-101-AC-Ducts.pdf</b>
P	Plumbing	Format: P001-PlanSheet#-PlanName
P	Plumbing	<b>Example: P001-P200-PlumbingDiagram.pdf</b>
S	Structural	Format: S001-PlanSheet#-PlanName
S	Structural	<b>Example: S001-S1-1stFloorFraming.pdf</b>
SD	Shop Drawings	Format: SD001-PlanSheet#-PlanName
SD	Shop Drawings	<b>Example: SD001-SH01-ShopDrawings.pdf</b>

#### Project Documentation File Naming Conventions

Any supporting document that is not part of the architectural or Professional Engineered drawings and/or plans set must have a "PD-" prefix in order for the system to accept the upload. After the prefix, add a short description of the file such as "energy-calcs". For this example, you would save the file as "**PD-Energy-Calcs.pdf**".

Here is a helpful list of requirements:

- ✓ File names must include the prefix (PD-) which is known as the description code.
- ✓ Must be PDF format.
- ✓ Files are accepted in portrait orientation.
- ✓ Multiple pages per file is allowed.
- ✓ File names must not exceed 40 characters.
- ✓ You may use dashes to separate words in the file name or push the words together as in the examples below. Do not leave any blank spaces or use commas or special characters.

Other Documents naming conventions:

Prefix	Project Type	File Name Examples
PD-	Assemblies/Penetrations	PD-Assemblies-Penetrations.pdf
PD-	Comment/Response Letter	PD-Comment-Response-Letter.pdf
PD-	Energy Calculations	PD-Energy-Calculations.pdf
PD-	Installation Instructions	PD-Installation-Instructions.pdf
PD-	Product Approval	PD-Product-Approval.pdf
PD-	Spec Books	PD- Spec-Books.pdf
PD-	Structural Calculations	PD- StructuralCalculations.pdf
PD-	Truss Engineering	PD-TrussEngineering.pdf
PD-	61G15-32 01	PD-61G15-32-01.pdf
PD-	Fire Flow Calculations	PD-Fire-Flow-Calculations.pdf
PD-	Hydraulic Calculations	PD-Hydraulic-Calculations.pdf
PD-	Site Work Cost Estimate	PD-Site-work-Cost-Estimate.pdf



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## Fire Protection Systems Permit Application – Page 1

Fire Dept. Permit # \_\_\_\_\_ Building Dept. Permit # \_\_\_\_\_ Parcel # \_\_\_\_\_

<b>Date:</b>	<b>New Permit:</b> <input type="checkbox"/>	<b>Correction to a Permit:</b> <input type="checkbox"/>	<b>Revision to a Permit:</b> <input type="checkbox"/>
<b>Note:</b> 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.**

<b>Project Name:</b>		
<b>Project Address (Include City &amp; State):</b>		
<b>Contractor:</b>		
<b>Contractor Address (Include City &amp; State):</b>		
<b>Phone # (Include area Code)</b>	<b>FAX # (Include Area Code)</b>	<b>Corporate Email:</b>
<b>Certificate Holder's Name:</b>		
<b>State License Number:</b>	<b>Expiration Date:</b>	<b>Worker's Compensation Expiration Date:</b>
<b>General Contractor/Owner:</b>		
<b>Address (Include City &amp; State):</b>	<b>Name of Central Station:</b>	
<b>UL Number:</b>	<b>State License No.:</b>	

<b>Permit Type: (One Per Application)</b>							
<b>Chemical Suppression:</b> <input type="checkbox"/>	<b>Clean Agent:</b> <input type="checkbox"/>	<b>DAS System:</b> <input type="checkbox"/>	<b>Fire Alarm:</b> <input type="checkbox"/>	<b>Fire Pump:</b> <input type="checkbox"/>	<b>Standpipe:</b> <input type="checkbox"/>	<b>Sprinkler System:</b> <input type="checkbox"/>	<b>Underground:</b> <input type="checkbox"/>

<b>Scope Of Work:</b>

**Note:** Sprinkler Systems Which Contains **50 Or More Heads** And Other Suppression Systems, or Fire Alarms Systems **Over \$5,000** Are To Be Dated, Signed And Stamped By A Florida Registered Professional Engineer (553.79 Fs).

<b>Permit Or Revision Required By Notice From Inspector?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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All fees shall be paid at time of submittal in accordance with Orange County Fee Schedule. Note: <b>FEES ARE NOT REFUNDABLE</b> , once plans are processed.	
Estimated Job Value \$	Fee \$
Job value Increased? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, total value of job INCLUDING increase: \$
New Fee \$	Minus Original Fee \$
<b>Total Balance Due \$</b>	

<b><u>Fire Hydrant Installation/Relocation/Removal Permit</u></b> (Up to Five) Total #	Fee Due \$
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As of October 1, 2024, all fire hydrant installations, relocations and removals will be assessed a one-time permitting fee of \$35.00 (this payment and fee are for up to five hydrants). Fees will be accessed during the fire hydrant permitting process.



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Fire Protection Systems Permit Application – Page 2

Fire Dept. Permit # \_\_\_\_\_ Building Dept. Permit # \_\_\_\_\_

Project Name:
Project Address:
City, State and Zip Code:

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 )
) ss:
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me by means of [ ] physical presence, or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by [NAME OF PERSON]

as [TYPE OF AUTHORITY,... e.g. officer, trustee, etc.]

for [NAME OF PARTY ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED]

- [ ] Personally Known; OR
[ ] Produced Identification. Type of identification produced:\_\_\_\_\_
[CHECK APPLICABLE BOX TO SATISFY IDENTIFICATION REQUIREMENT OF FLA. STAT. §117.05]

Notary Public My Commission Expires:

(Printed, typed or stamped commissioned name of Notary Public)

Notary Seal:





**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**



**Orange County Fire Department Fee Schedule**

<u>From:</u>	<u>To:</u>	<u>Fee:</u>	<u>From:</u>	<u>To:</u>	<u>Fee:</u>
\$0.01	\$1,000.00	\$47.00	\$50,000.01	\$51,000.00	\$297.00
\$1,000.01	\$2,000.00	\$52.00	\$51,000.01	\$52,000.00	\$302.00
\$2,000.01	\$3,000.00	\$57.00	\$52,000.01	\$53,000.00	\$307.00
\$3,000.01	\$4,000.00	\$62.00	\$53,000.01	\$54,000.00	\$312.00
\$4,000.01	\$5,000.00	\$67.00	\$54,000.01	\$55,000.00	\$317.00
\$5,000.01	\$6,000.00	\$72.00	\$55,000.01	\$56,000.00	\$322.00
\$6,000.01	\$7,000.00	\$77.00	\$56,000.01	\$57,000.00	\$327.00
\$7,000.01	\$8,000.00	\$82.00	\$57,000.01	\$58,000.00	\$332.00
\$8,000.01	\$9,000.00	\$87.00	\$58,000.01	\$59,000.00	\$337.00
\$9,000.01	\$10,000.00	\$92.00	\$59,000.01	\$60,000.00	\$342.00
\$10,000.01	\$11,000.00	\$97.00	\$60,000.01	\$61,000.00	\$347.00
\$11,000.01	\$12,000.00	\$102.00	\$61,000.01	\$62,000.00	\$352.00
\$12,000.01	\$13,000.00	\$107.00	\$62,000.01	\$63,000.00	\$357.00
\$13,000.01	\$14,000.00	\$112.00	\$63,000.01	\$64,000.00	\$362.00
\$14,000.01	\$15,000.00	\$117.00	\$64,000.01	\$65,000.00	\$367.00
\$15,000.01	\$16,000.00	\$122.00	\$65,000.01	\$66,000.00	\$372.00
\$16,000.01	\$17,000.00	\$127.00	\$66,000.01	\$67,000.00	\$377.00
\$17,000.01	\$18,000.00	\$132.00	\$67,000.01	\$68,000.00	\$382.00
\$18,000.01	\$19,000.00	\$137.00	\$68,000.01	\$69,000.00	\$387.00
\$19,000.01	\$20,000.00	\$142.00	\$69,000.01	\$70,000.00	\$392.00
\$20,000.01	\$21,000.00	\$147.00	\$70,000.01	\$71,000.00	\$397.00
\$21,000.01	\$22,000.00	\$152.00	\$71,000.01	\$72,000.00	\$402.00
\$22,000.01	\$23,000.00	\$157.00	\$72,000.01	\$73,000.00	\$407.00
\$23,000.01	\$24,000.00	\$162.00	\$73,000.01	\$74,000.00	\$412.00
\$24,000.01	\$25,000.00	\$167.00	\$74,000.01	\$75,000.00	\$417.00
\$25,000.01	\$26,000.00	\$172.00	\$75,000.01	\$76,000.00	\$422.00
\$26,000.01	\$27,000.00	\$177.00	\$76,000.01	\$77,000.00	\$427.00
\$27,000.01	\$28,000.00	\$182.00	\$77,000.01	\$78,000.00	\$432.00
\$28,000.01	\$29,000.00	\$187.00	\$78,000.01	\$79,000.00	\$437.00
\$29,000.01	\$30,000.00	\$192.00	\$79,000.01	\$80,000.00	\$442.00
\$30,000.01	\$31,000.00	\$197.00	\$80,000.01	\$81,000.00	\$447.00
\$31,000.01	\$32,000.00	\$202.00	\$81,000.01	\$82,000.00	\$452.00
\$32,000.01	\$33,000.00	\$207.00	\$82,000.01	\$83,000.00	\$457.00
\$33,000.01	\$34,000.00	\$212.00	\$83,000.01	\$84,000.00	\$462.00
\$34,000.01	\$35,000.00	\$217.00	\$84,000.01	\$85,000.00	\$467.00
\$35,000.01	\$36,000.00	\$222.00	\$85,000.01	\$86,000.00	\$472.00
\$36,000.01	\$37,000.00	\$227.00	\$86,000.01	\$87,000.00	\$477.00
\$37,000.01	\$38,000.00	\$232.00	\$87,000.01	\$88,000.00	\$482.00
\$38,000.01	\$39,000.00	\$237.00	\$88,000.01	\$89,000.00	\$487.00
\$39,000.01	\$40,000.00	\$242.00	\$89,000.01	\$90,000.00	\$492.00
\$40,000.01	\$41,000.00	\$247.00	\$90,000.01	\$91,000.00	\$497.00
\$41,000.01	\$42,000.00	\$252.00	\$91,000.01	\$92,000.00	\$502.00
\$42,000.01	\$43,000.00	\$257.00	\$92,000.01	\$93,000.00	\$507.00
\$43,000.01	\$44,000.00	\$262.00	\$93,000.01	\$94,000.00	\$512.00
\$44,000.01	\$45,000.00	\$267.00	\$94,000.01	\$95,000.00	\$517.00
\$45,000.01	\$46,000.00	\$272.00	\$95,000.01	\$96,000.00	\$522.00
\$46,000.01	\$47,000.00	\$277.00	\$96,000.01	\$97,000.00	\$527.00
\$47,000.01	\$48,000.00	\$282.00	\$97,000.01	\$98,000.00	\$532.00
\$48,000.01	\$49,000.00	\$287.00	\$98,000.01	\$99,000.00	\$537.00
\$49,000.01	\$50,000.00	\$292.00	\$99,000.01	\$100,000.00	\$542.00

**For a valuation over \$100,000.01, the fee shall be \$547.00 for the first \$100,000.01 to 101,000.00 plus \$5.00 per thousand thereof over \$101,000.01**



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



## **INTER-LOCAL FIRE SYSTEM ONLINE SUBMITTAL CHECK LIST**

1. Set of Plans (electronically signed and sealed if applicable)
2. Set of Cut Sheet

### **Please be sure to use the Correct Naming Conventions when uploading online:**

The E-Submittal Plan naming conventions MUST start with an A or PD

- A001-FPSPlan-JobName (**Plan** Example)
- A002-FPSPlan-JobName (**Multiple File** Example for Plan)
- A003-FPSCutSheets-JobName

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

- Do not use commas or special characters. You may use dashes (hyphens) to separate words in the file name or push the words together. **AVOID BLANK SPACES.**



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**Permit Application for Restricted Access Gate/Fence Installation**

Fire Dept. Permit # \_\_\_\_\_ Building Dept. Permit # \_\_\_\_\_ Parcel # \_\_\_\_\_

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

<b>Please print or type all information below. Incomplete applications will be returned.</b>		
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:		

<b>Permit Or Revision Required By Notice From Inspector?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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All fees shall be paid at time of submittal in accordance with Orange County Fee Schedule. Payments made online through Fast Track. <b>Note: FEES ARE NOT REFUNDABLE, once plans are processed.</b> <b>Restricted Access Gate/Fence Installation Review and Inspection Fee \$ 72.00</b>
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<b>Notarized Signature</b>			
<b>Certificate Holder Shall Sign Notarized Portion For New Permits, Corrections, Or Revision.</b>			
(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:			



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## ***INTER-LOCAL RESTRICTED ACCESS GATE*** **ONLINE SUBMITTAL CHECK LIST**

1. Set of Plans (electronically signed and sealed if applicable)
2. Set of Cut Sheet

### **Please be sure to use the Correct Naming Conventions when uploading online:**

The E-Submittal Plan naming conventions MUST start with an A or PD

- A001-FPSPlan-JobName (**Restricted Access Gate** Example)
- A002-FPSCutSheets-JobName

Do not use commas or special characters. You may use dashes (hyphens) to separate words in the file name or push the words together. AVOID BLANK SPACES..



**OFFICE OF THE FIRE MARSHAL**

7079 University Blvd. Winter Park, FL. 32792

407-836-0004 • Fax 407-836-8310

[www.ocfl.net](http://www.ocfl.net)

**APPLICATION FOR *INTER-LOCAL* USE PERMIT**

Permit Number: **B** \_\_\_\_\_

Project Address: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Lien: **NA**

What will the commercial space be used for: \_\_\_\_\_

What was the previous use of space: \_\_\_\_\_

Tenant/Occupant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

-----  
I hereby make application for permit as outlined above, and if same is granted I agree to conform to all Division of Building Safety regulations and County Ordinances with the provision to utilize this building in **as is** condition. This permit does not grant permission to alter the structure in any way. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances. A finance hold will be placed on all Use Permits and the Certificate of Occupancy until all applicable fees are paid. For questions please call The Office of the Fire Marshal at 407-836-0004.

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Use Permit Review Fee.....\$38.00  
(Permit fees will be paid through Fast Track)



Orange County Fire Rescue Department

7079 University Blvd. Winter Park, Florida 32792

Phone: 407-836-0004 • Inspections ONLY: 407-836-0070

Email: FPSIntake@ocfl.net

Application for INTER-LOCAL Tent(s) Permit

(For any Tents or canopies in excess of 900 sq.ft. or any Tents used for the sale of sparklers)

\*If applicable a separate sparkler sales permit is required from the Office of the Fire Marshal\*

PLEASE PRINT:

Project Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Name: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone:(\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Activity/Use in Tent: \_\_\_\_\_

# of Tents: \_\_\_\_\_ Setup Date: \_\_\_/\_\_\_/\_\_\_ Takedown: \_\_\_/\_\_\_/\_\_\_

Tent Sizes: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_ 10. \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Fire Rescue Department Use Only:

Review Date \_\_\_/\_\_\_/\_\_\_ Reviewed By: \_\_\_\_\_ PRT# \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Requirements by tent size:

Tent dimensions: \_\_\_\_\_ ft. X \_\_\_\_\_ ft.

Tent dimensions: \_\_\_\_\_ ft. X \_\_\_\_\_ ft

Tent area: \_\_\_\_\_ square feet

Tent area: \_\_\_\_\_ square feet

Occupant load = \_\_\_\_\_ persons

Occupant load = \_\_\_\_\_ persons

Number of exits \_\_\_\_\_, each \_\_\_\_\_ ft. wide

Number of exits \_\_\_\_\_, each \_\_\_\_\_ ft. wide

Number of fire extinguishers\*: \_\_\_\_\_

Number of fire extinguishers\*: \_\_\_\_\_

PLEASE PRINT:

RESPONSIBLE COMPANY/PERSON FOR SETUP INSIDE TENT: \_\_\_\_\_

Name of License Holder/Agent: \_\_\_\_\_

Contractor License Number (if applicable): \_\_\_\_\_

Contact Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

I hereby make application for permit as outlined above, and if granted, I agree to conform to all Florida Fire Provention Code regulations and County ordinances regulating it and in accordance with plans submitted. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances.

Authorized Signature: \_\_\_\_\_

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_, (Seal)

who produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_ Notary as to Public, Orange County, Florida

Applicable Requirements from the Florida Fire Provention Code 7th Edition:

- 12-foot fire access roadway required on all sides of each tent (or grouping considered as one tent).
• 20-foot separation/access space required between combustible structures and any tent(s). Weeds, brush and dry grass shall be removed from the tent site and within 35 feet.
• No Cooking, other than warming of food items prepared elsewhere, is approval for this tent.
• No Open Flame devices are allowed inside a tent for cooking, lighting or any other purpose.

\* Each fire extinguisher is to have a minimum rating of 2A-10BC. Extinguishers must be mounted so as to be visible, with the top of the extinguisher 30"-60" above the floor.

WARNING: Do not obstruct access for firefighting. Do not obstruct fire hydrants or fire department connections.

Exit signs are required in accordance with NFPA 102. Emergency lighting is required if occupied at night.

PERMIT NUMBER



**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**



## ***INTER-LOCAL TENT PERMIT*** **ONLINE SUBMITTAL CHECK LIST**

Items to be submitted to the Fast Track system are as follows:

1. Site plan
2. Flame spread certification. (Per FBC 3102.3.1.)
3. Notarized letter from the property owner giving permission to put the tent on property.

**Please be sure to use the Correct Naming Conventions when uploading online:**

The E-Submittal Plan naming conventions MUST start with a PD

- PD-SitePlan-EventName
- PD-FlameSpreadCert-EventName
- PD-PropertyOwnerLetter-EventName