

Orange County Outdoor Public Assembly, Special Event and Block Party Definitions

An **Outdoor Public Assembly Permit** is required by Orange County Ordinance for an event (except a funeral procession) that is:

- Held partially or entirely on public property, right-of-way, sidewalk, and/or roads, and
- Expected to be attended by 100 or more people
 - In the case of public parks, it would be 700 or more people

A **Block Party Permit** is required by Orange County Ordinance for a neighborhood social event taking place either partially or entirely on a road in a residential area and which obstructs vehicular traffic.

A **Special Outdoor Event Permit** is required by the Florida Fire Prevention Code for outdoor events, interpreted as being not on public right-of-way, that are reasonably expected to be attended by 100 or more people.

It should be noted that depending on the makeup of the event, there are times where both an Outdoor Public Assembly and a Special Outdoor Event is required.

Outdoor Event Permit Requests

On Public Property

On Private Property

100 people or greater
(700 in public parks, and,
All or partially on public property,
right of way, sidewalk, and/or roads)

Neighborhood event that closes
road with less than 100 people in
attendance

100 people or greater

Outdoor Public Assembly Permit
Required per Orange County
Ordinance

Block Party Permit
Required per Orange County
Ordinance

Special Outdoor Event Permit
Required per Florida Fire
Prevention Code

Reviews and approvals by:

Reviews and approvals by:

Reviews and approvals by:

Orange County Fire Rescue
Office of the Fire Marshal

Orange County Fire Rescue
Office of the Fire Marshal

Orange County Fire Rescue
Office of the Fire Marshal

Orange County Fire Rescue
Operations

Orange County Sheriff's
Office

Orange County Fire Rescue
Operations

Orange County Sheriff's
Office

Orange County Public Works
Traffic Engineering

Orange County Sheriff's
Office

Orange County Public Works
Traffic Engineering

Orange County Risk
Management

Orange County Public Works
Traffic Engineering

Orange County Risk
Management

Orange County Zoning
Division

Orange County Zoning
Division

Orange County Parks &
Recreation
(park events only)

Final Approval
Deputy County
Administrator

Orange County Code
Compliance &
Environmental Protection
Division
(information purposes only)

Final Approval
Deputy County
Administrator

Final Approval
Fire Marshal



ORANGE COUNTY FIRE RESCUE

OFFICE of the FIRE MARSHAL

7079 University Blvd. Winter Park, FL 32792

Phone # 407-836-0004 Fax # 407-836-8330

Email application to: OFMpermits@ocfl.net

Permit Application for Special Outdoor Event

(Permit fee of \$111.00 is Not Refundable Once the Application has been processed)

(Applicant shall provide a set of Plans [Include Site and/or Floor plans] and product submittal data with this Application)

Please fill in all questions on the application. If something does not apply mark N/A.

Applications must be submitted 21 days prior to the event or an Expedited Plans Review fee of \$277.00 will be charged.

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

New Permit ☐	Correction to a Permit ☐	Revision to a Permit ☐
Corrections or Revisions: Please enter the Permit # and Date of the original submission here		
Permit # : _____		Date: _____
NOTE: Corrections occur when a permit has been rejected and revisions occur when changes are made after a permit has been issued !		
ARE OPEN FLAME DEVICES BEING USED ? (OCFRD may require a FIRE WATCH for such events) YES ☐ NO ☐		

Name of Event:
Name of Facility:
Address:
Contact Person:

Event Sponsor:	Email:
Event Sponsor Address:	
Contact Person:	Phone # : _____ Fax # : _____
Fee Amount = \$111.00	Total Amount Paid: _____ Check #: _____ Receipt #: _____
No Additional Fees Required for Corrections	

Set Up Date(s):	From (Time):	To (Time):
Show Date(s):	From (Time):	To (Time):
Number of Booths:	Size of Booths:	Booth Construction Pipe/Drape ☐ Booth Construction Other: ☐
If OTHER please describe:		
Special permits required for:		
Event Sponsor's Signature:		

NOTE: IF THE PERMIT IS TO BE MAILED, PLEASE PROVIDE A STAMPED/SELF ADDRESSED ENVELOPE.

-----OFFICE OF THE FIRE MARSHAL USE ONLY -----

Reviewers Signature:	Date:
Code Enforcement Standby Required (Based upon information disclosed at time of application) :	
YES ☐	NUMBER NO ☐
Trained Crowd Managers Required : YES ☐ NUMBER NO ☐	

SPECIAL OUTDOOR EVENT PERMIT (continued)

Hours of Event: _____

Description of Event (site plan **MUST** be attached *) _____

Is this a Ticketed Event? **YES** ☐ **NO** ☐

Number of tickets to be sold: _____ -or- Number of persons expected to attend: _____

Is food to be sold or served? **YES** ☐ **NO** ☐

If **YES** will food be: **PREPARED AT EVENT** ☐ **PRECOOKED** ☐

Is alcohol being sold or served? **YES** ☐ **NO** ☐ If **YES**, provide copy of Alcohol Permit Application.

Will there be any fireworks or pyrotechnics? **YES** ☐ (Additional permits required) **NO** ☐

Will there be any street closures? **YES** ☐ (Additional permits required) **NO** ☐

How will the event area be blocked off? _____

Will there be any tents? **YES** ☐ (Additional permits required) **NO** ☐

If **YES** How many and what size(s)? _____

Will there be any stages? **YES** ☐ If **YES** describe: _____ **NO** ☐

(Sealed engineering plans required for stage construction)

Will there be any amplified voice or music? **YES** ☐ **NO** ☐ If **YES** describe: _____

INFORMATION REQUIRED BY ZONING:

TOTAL square footage of structure(s) on site: _____

Uses of structure(s) (i.e. shopping center, church, industrial, etc.): _____

Total number of parking spaces including handicap on site: _____

Total number of parking spaces to be used for the event: _____

SPECIAL OUTDOOR EVENT PERMIT (continued)

***NOTE:** The site plan must include the following and **be to scale or dimensioned**

1. Show all locations of any fire hydrants on the property or any fire department connections to the building on the property.
2. Please describe any stage to be used. If building the stage, we require engineered approved plans. If a stage is being rented then most companies have the specs on their stages.
3. Show placement of all tents, tables, booths, etc.
4. Any area to be blocked off prohibiting vehicles and emergency equipment.
5. Explain how the area will be closed off to traffic and if closing the area show all entrances and exits.
6. Type of barricading to be used.
7. Parking area for attendees.

You must provide the following documents along with your site plan:

1. A completely filled out Permit Application for Special Outdoor Event form.
2. A notarized letter from the property owner granting permission for the event.
3. A payment receipt for the required permit fees.
 - a. \$111 application fee
 - b. \$277 late fee / expedited review fee (required if the application is submitted within 21 days of the event)
4. A copy of your alcohol permit if required.
5. Note if security, either private or law enforcement will be on site, this can either be a separate document or detailed on your site plan.



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 show name and event date.

Customer Name or Business Name 	Primary Telephone Number Mobile ▼	Payment Amount \$	Payment Type Select C ▼ 
First Name (optional)	Primary Email Address 	Payment Method ▼ Add A Payment Method	
Middle Name (optional)		Pay Date 4/24/2017 	
Last Name (optional)		Invoice Number (if applicable) (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://www.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)	Event Name and Date

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.