



Pyrotechnics/Open Flame Permit Application Process

With the recent upgrade to our Mobile Eyes system we would like to direct all Pyrotechnics/Open Flame 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

STEP 1:

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

STEP 2:

Once you click on  (Apply for a Permit) search for the address of the location where the display will be held: (LESS IS MORE WITH THIS PROGRAM: Start with just the numerical part of the address)



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



STEP 3:

NO NEED TO UPDATE THE PROPERTY OWNER INFO

- Just click

Save & Continue

New Permit application - Step 2 (Property Owner)

1. Address 2. Property Owner 3. Occupant 4. Job Setup 5. Review/Print/Submit

First Name:
Last Name:
Business Name: Rosen Shingle Creek (if property owner is a business).
Phone: 866-996-9939
Phone (After Hours):
Cell Phone:
Fax:
Address: 9939 Universal Blvd
Suite: Do not include "Suite" or "Ste"
City: Orlando
State: FL (Florida)
Zip Code: 32819
Email: N/A@na.com
Field is required

Save & Continue I want to try and find an existing address Main Menu

STEP 4:

Please be sure to select from the
EXISTING Occupant List
the correct occupant will be
based on your
Event type and year:
(Example: 2025 Pyrotechnics)

New Permit application - Step 3a (Select Occupant)

1. Address 2. Property Owner 3. Occupant 4. Job Setup 5. Review/Print/Submit

Occupants at: 9939 Universal Boulevard

If the permit request is for the structure and not a specific occupant, select (or create) the 'shell' occupant.

Create building shell for:
Laundry Building
Operations Building

Structure	Occupant	Suite	Comm/Res
Rosen Shingle Creek	2023 Open Flame		Commercial Select
Rosen Shingle Creek	2023 Pyrotechnics		Commercial Select
Rosen Shingle Creek	2023 Pyrotechnics		Commercial Select
Rosen Shingle Creek	2023 Trade Show		Commercial Select
Rosen Shingle Creek	2023 Trade Shows		Commercial Select
Rosen Shingle Creek	2024 Trade Show		Commercial Select
Rosen Shingle Creek	Rosen Shingle Creek		Commercial Select
Rosen Shingle Creek	Rosen Shingle Creek		Commercial Select

I can't find the Occupant I want to try and find an existing address Main Menu

STEP 5:

When the pop up box ask
Does... 2025 Pyrotechnics
...still occupy this space/suite?

click **YES**

Current or Not?

Does...
2025 Pyrotechnics
...still occupy this space/suite?

Yes No Cancel



STEP 6:

Job Type: will be
Fire Prevention Permits

Job Description:
Enter the Event name as
well as the date
and time of the Event
Square Feet: 0 (Zero)
Project Cost: 0 (Zero)

MohilaFVAC New Permit application - Step 4 (Job Setup)

1. Address 2. Property Owner 3. Occupant 4. Job Setup 5. Review/Print/Submit

• Job Type: Fire Prevention Permits

• Job Description: 1,000 character limit

• Square Feet: 0 If sq. ft. does not apply, enter 0

• Project Cost: \$0

Contractor Comments: This field is for communicating with the city/municipality during the application process. It is discarded once the application is accepted. If you want information to remain with the final job, add it into the job description instead.

• Field is required

Save & Continue Select Occupant Main Menu

STEP 7:

Upload:

- Completed Application
- Payment confirmation email
- Plans
- Any other supporting documents.

Upload Files:

☐ All submittals require a completed application, payment confirmation email, plans and all other supporting documentation.

Browse...

Each file must be less than 2 GB File over 2GB? Try compress.smallpdf.com

-no uploaded files-

A complete set of plans is required for submittal.

At least one attachment required.

Your application is saved. Click Main Menu if you do not want to submit it yet.

Submit Application Main Menu Delete

Print Preview



ORANGE COUNTY FIRE RESCUE DEPARTMENT
OFFICE OF THE FIRE MARSHAL – 7079 University Blvd. Winter Park, Florida 32792
Office: (407) 836-0004 Fax: (407) 836-8310



Date: _____

Fire Dept. Permit #: _____
(Fire Dept. Office Use Only)

Permit Application for Indoor/Outdoor Display

Permit Fee of \$394.00 for Aerial Fireworks/Pyrotechnics/Flame Effect* is not refundable)
(Permit Fee of \$111.00 Open Flame is not refundable)

*Includes permit, permit review, and inspection when set-up. Hourly fire-watch and stand-by
fees are in addition and are charged 1 hour prior to the shoot time, until 1 hour after the final shot, with a four hour minimum.
(Applicant Shall Provide a Sets of Plans [Include Site and/or Floor Plans] and Product Submittal Data Sheets With This Application)

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

Type of Display (check one)			
Aerial Fireworks ☐	Pyrotechnics ☐	Flame Effects ☐	Open Flame ☐

Show Name:	
Show Address:	
Ceiling Height:	Total square feet of clear area around discharge site:

Business Name:	
Business Email:	
Business Address:	
Telephone #:	Fax #:

Operator's Name:	
Permanent Address:	
Telephone #:	Fax #:
Driver's License #:	
Age:	Date of Birth:
Federal License #:	
Bond/Certificate of Insurance in the amount of:	

Starting Date:	Ending Date:
(PER AUTHORITY HAVING JURISDICTION)	

Amount of explosives to be discharged per show:
Explosives to be used (Diameter of Mortars if Used):
(Note: if the display is within a building only the amount of explosives to be used in one show shall be allowed inside the building at any given time. Additional amounts shall be stored in accordance with criteria set forth by The State Fire Marshal's Rules And Regulations.)

Conditions of Permit
1. The applicant shall have a site inspection and approval by the Orange County Fire Rescue Department prior to conducting a event. 2. The applicant shall comply with all applicable requirements of the Florida Statutes, the State Fire Marshal's Rules and Regulations, the Florida Fire Prevention Code, and all other applicable codes and standards. 3. The authority having jurisdiction shall require standby fire personnel when potentially hazardous conditions exist, due to the type of performance, display, exhibit, or activity, or the number of persons present (FFPC 3-10.3). The number of personnel and fire department apparatus shall be determined by the Fire Marshal after review of the specifics of the event.

I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge. I agree to comply with all state statutes, county ordinances, federal, state, and local regulations. I certify that I am authorized by the organization named herein to act as its agent for the herein-described activity. I and the organization on whose behalf I make this application, hereby represent, stipulate, contract, and agree that we jointly and severally indemnify and hold the County harmless against all liability, including court costs and attorney fees, for any and all claims for damage to property, or injury to or death of persons arising out of or resulting from issuance of the permit or the conduct or the activity of which it was issued for and the actions or failure to act on the part of the applicant's representatives, employees, agents, servants, assignees, invites, or any persons connected to the applicant.

Notice:

The name of the person signing, along with their title, is to be typed immediately below the signature line.

Signature:

Name (Printed or Typed):

Title (Printed or Typed):

Office of the Fire Marshal Use Only

Clearances: (May be obtained by phone)

Fire Department: ☐ Approved ☐ Disapproved

Services Required By The Office of The Fire Marshal

# Of Personnel	Equipment	Hours	Rate	Cost
Totals:				

Fire Official's Representative:

Date:

Reviewer's Comments:



Orange County Fire Rescue Department

Checklist for Indoor/Outdoor Display

(Ariel Fireworks, Pyrotechnics, Flame Effects, Open Flame)

Office of the Fire Marshal - 7079 University Blvd. Winter Park, FL 32792

Phone: 407-836-0004

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- ☐ Fire watch request letter. (Must include brush truck request if needed)
- ☐ Planning and use coordinated with the venue manager, owner, or homeowners association
- ☐ Name of the person, group, or organization sponsoring the production
- ☐ Evidence of the permit applicant insurance carrier or financial responsibility
- ☐ Provide a descriptive narrative of the event.
- ☐ Provide a detailed site plan showing: Fallouts, Audience & Product Location
- ☐ Determine that measures are established to provide crowd management, security, fire protection, and other emergency services
- ☐ Provide Material Data Safety Sheet (MSDS)
- ☐ Pyrotechnics Only: Qualifications and identification of pyrotechnics operator and assistants

Permit Fee of \$394 for Aerial Fireworks/Pyrotechnics/Flame Effect* is not refundable.

Permit Fee of \$111 Open Flame is not refundable.

**Includes permit, permit review, and inspection when set-up. Hourly fire-watch and stand-by fees are in addition and are charged 1 hour prior to the shoot time, until 1 hour after the final shot, with a four hour minimum. Applications must be submitted 21 days prior to the shoot or an expedited plans review fee of \$277 will be charged.*

***THESE ARE THE MINIMUM REQUIREMENTS FOR PERMIT SUBMITTAL.
ADDITIONAL INFORMATION MAY BE REQUIRED UPON PERMIT REVIEW!**



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
First Name
Middle Name
Last Name
Primary Email Address
Payment Amount
Payment Type
Payment Method
Pay Date
Invoice Number (if applicable)
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)	Show Name and Event 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.