



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)



STEP 3:

NO NEED TO UPDATE THE PROPERTY OWNER INFO

- Just click



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: 2023 Pyrotechnics)

Structure	Occupant	Suite	Comm/Res
Rosen Shingle Creek	2023 Open Flame		Commercial <input type="button" value="Select"/>
Rosen Shingle Creek	2023 Pyrotechnics		Commercial <input type="button" value="Select"/>
Rosen Shingle Creek	2023 Pyrotechnics		Commercial <input type="button" value="Select"/>
Rosen Shingle Creek	2023 Trade Show		Commercial <input type="button" value="Select"/>
Rosen Shingle Creek	2023 TradeShows		Commercial <input type="button" value="Select"/>
Rosen Shingle Creek	2024 Trade Show		Commercial <input type="button" value="Select"/>
Rosen Shingle Creek	Rosen Shingle Creek		Commercial <input type="button" value="Select"/>
Rosen Shingle Creek	Rosen Shingle Creek		Commercial <input type="button" value="Select"/>

STEP 5:

When the pop up box ask Does... 2023 Pyrotechnics ...still occupy this space/suite?

click **YES**



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)

The screenshot shows the 'New Permit application - Step 4 (Job Setup)' form. At the top, there is a progress bar with five steps: 1. Address, 2. Property Owner, 3. Occupant, 4. Job Setup (highlighted), and 5. Review/Print/Submit. The form contains the following fields:

- Job Type:** A dropdown menu set to 'Fire Prevention Permits'.
- Job Description:** A large text area with a '1,000 character limit' note.
- Square Feet:** A text input field containing '0' with a note: 'If sq. ft. does not apply, enter 0'.
- Project Cost:** A text input field containing '\$0'.
- Contractor Comments:** A large text area with a note: '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.'

At the bottom of the form, there are three buttons: 'Save & Continue', 'Select Occupant', and 'Main Menu'. A red asterisk indicates that the 'Contractor Comments' field is required.

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.

The screenshot shows a file upload interface with a 'Browse...' button. Below the button, there is a warning: 'Each file must be less than 2 GB File over 2GB? Try compress.smallpdf.com'. Below this, it says '-no uploaded files-'. The interface is empty, indicating no files have been uploaded.

A complete set of plans is required for submittal.

At least one attachment required.

The screenshot shows a confirmation message: 'Your application is saved. Click Main Menu if you do not want to submit it yet.' Below the message are four buttons: 'Submit Application', 'Main Menu', 'Delete', and '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 \$371.00 for Aerial Fireworks/Pyrotechnics/Flame Effect* is not refundable
 (Permit Fee of \$105.00 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 \$261.00 will be charged.

Type of Display (check one)			
Aerial Fireworks <input type="checkbox"/>	Pyrotechnics <input type="checkbox"/>	Flame Effects <input type="checkbox"/>	Open Flame <input type="checkbox"/>

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
<ol style="list-style-type: none"> 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 statues, 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

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

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

Phone: 407-836-0004

Fax: 407-836-8310



- 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 \$371 for Aerial Fireworks/Pyrotechnics/Flame Effect* is not refundable.

Permit Fee of \$105 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 \$261 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 <input type="text"/>	Primary Telephone Number <input type="text"/> Mobile ▾	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"/> ▾ Add A Payment Method	
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://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.