



Date: \_\_\_\_\_  
 Permit Application Number: \_\_\_\_\_  
**Orange County Division of Building Safety**  
 201 South Rosalind Avenue  
 Post Office Box 2687, Orlando, Florida 32802-2687  
**Phone:** 407-836-5550  
[www.ocfl.net/building](http://www.ocfl.net/building)

## Pre-Review Request Form

To request a pre-review meeting, please complete this form and submit to Orange County Division of Building Safety using the button or email to [planscoordination@ocfl.net](mailto:planscoordination@ocfl.net).

If applicable, permit number for any submitted plans: \_\_\_\_\_

**When would you like to meet? Please select three dates and times that would be convenient for you. A division representative will be in contact to finalize the meeting schedule.**

Date 1: \_\_\_\_\_ Time 1: \_\_\_\_\_ Date 2: \_\_\_\_\_ Time 2: \_\_\_\_\_ Date 3: \_\_\_\_\_ Time 3: \_\_\_\_\_

How many people from your firm will attend this meeting? \_\_\_\_\_

### Contact Information for Meeting Request

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

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

Is this building new construction or existing? New \_\_\_\_\_ Existing \_\_\_\_\_

### What kind of building is this?

Hotel/Timeshare \_\_\_\_\_ Apartments/Condos \_\_\_\_\_ Office/Warehouse \_\_\_\_\_ Church \_\_\_\_\_

Other: \_\_\_\_\_

Location/Address/Parcel ID: \_\_\_\_\_

If this is a hotel, timeshare, apartments or condos, how many units are in the project? \_\_\_\_\_

If this is another building type, what is the square footage of the building? \_\_\_\_\_

How many stories are in the building? \_\_\_\_\_

If stories do not apply, how tall is the building? \_\_\_\_\_

What major questions would you like answered at the pre-review?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Division of Building Safety:** Steve Delahaye, Michael Edwards

**Office of the Fire Marshal:** Scott Workman

**Zoning Division:** Taylor Jones

**Submit and send**

**Note:** To use the Submit and send feature above, please download this file and fill-in the form on your computer. This feature will open a new email on the email application on your machine. If this does not work, please send as an attachment to [planscoordination@ocfl.net](mailto:planscoordination@ocfl.net).