



# FIRE PERMIT PROCESS INFORMATION SHEETS

## Fire Permit Submission

**What is a Fire Permit?**

A Fire Permit is approval to repair, install, modify, and remove fire protection systems such as:

- Fire alarms.
- Water-based automatic suppression systems.
- Underground mains serving hydrants and/or automatic fire sprinklers.
- Chemical and gaseous agent extinguishing systems.
- Installation and removal of aboveground and underground tanks used for flammable or combustible liquid.

**What licenses are required to obtain a Fire Permit?**

A City of Orlando business license is required only if the business is within the city limits along with the following:

Scope of Work

License Required

Automatic sprinkler systems

Fire Contractor I or II

Automatic sprinkler systems installed in one and two family detached dwellings

Fire Contractor I, II, or IV

Underground mains dedicated to fire protection systems only; including hydrants

Fire Contractor I, II, or V

Underground mains serving combined fire and domestic systems

Fire Contractor I, II, or V  
Underground Utility Contractor (CU) or  
Excavation Contractor (RU)

Gaseous, foam, or chemical extinguishing systems

Fire Contractor III

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**ECONOMIC DEVELOPMENT DEPARTMENT•OFFICE OF PERMITTING SERVICES**

CITY HALL•400 SOUTH ORANGE AVENUE•FIRST FLOOR•P.O. BOX 4990•ORLANDO, FLORIDA 32802-4990

PHONE 407.246.2271•FAX 407.246.2882

Visit our web site at: [www.cityoforlando.net/permits](http://www.cityoforlando.net/permits)

Scope of Work

License Required

Pre-engineered systems

Fire Equipment Dealer

Fire alarm systems

Electrical Contractor (EC) or Alarm Systems Contractor (EF)

Aboveground tank installations  
Contractor (PC)  
General Contractor (GC)

Pollutant Storage Systems

Underground tank installations  
Contractor (PC)  
General Contractor (GC) up to 110 gallons

Pollutant Storage Systems

- The Florida State Fire Marshal issues Fire Contractor I through V and Fire Equipment Dealer licenses.
- The Florida Department of Business Regulation (DBPR) issues the following licenses:
  - Electrical Contractor (EC).
  - Alarm Systems Contractor (EF).
  - General Contractor (GC).
  - Pollutant Storage Systems Contractor (PC).
  - Underground Utility Contractor (CU).
  - Excavation Contractor (RU).

For additional information on City of Orlando Business Licenses, please contact our office. For additional information on state-issued licenses, please contact the following:

Florida State Fire Marshal  
Orlando Field Office  
3655 Maguire Boulevard, Suite 101  
Orlando, FL 32803  
407.893.3655  
<http://www.fldfs.com/>

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Department of Business and Professional Regulation  
Construction Industry Licensing Board  
1940 North Monroe Street  
Tallahassee, FL 32399  
850.487.1395  
<http://www.state.fl.us/dbpr/>

**How do I apply for a Fire Permit?**

- Complete a Fire Permit application and submit the form along with 3 sets of shop drawings. Application forms are available in our office or by visiting our website.

**What information is needed on the shop drawings?**

- Reference to the Florida Fire Prevention Code and appropriate National Fire Protection Association (NFPA) codes and editions.
- The manufacturer product literature for all materials.
- For installation of fire alarms, provide plans and battery calculations in accordance with NFPA 72 (2002 edition).
- For fire sprinkler systems, include hydraulic calculations in accordance with NFPA 13 (2002 edition).
- For above/underground tanks, show the manufacture's specification and listing for the tank, location, distance to buildings, buoyancy calculations, tie-downs, and spill containment method in accordance with NFPA 30 (2003 edition).
- For chemical suppression systems, indicate pipe sizes, plenum nozzle coverage, flow point information, and location of remote pull station.
- For gaseous suppression agents, the agent type and quantity, the description of hazard and application type, and the design concentration and calculations.

**When are signed and sealed documents required?**

- The Florida Building Code, Section 104 requires that during Building Permit application, plans for fire sprinkler installations involving 50 or more heads and fire alarm installations with a cost greater than \$5,000 be signed and sealed from a registered professional engineer. Otherwise, a licensed Fire Contractor or Electrical Contractor can design and create the plans. If installations are not associated with a building permit but involves a fire sprinkler systems involving 50 or more heads or fire alarm installations with a cost greater than \$5,000, one set of signed and sealed drawings by a registered professional engineer and three sets of shop drawings by the installing contractor are needed.

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**How long will it take to get a permit?**

- Currently, the initial review will be completed within 15 working days of submittal. If the project is a “small job” (i.e. 10 minor components or less for an existing system), the review is completed within two business days.

**How can I check the status of my project?**

- When the plans reviewer has completed each review, you will receive a fax showing the review activities and conditions. To obtain plan review status, please call “PROMPT,” our Interactive Voice Response system at 407.246.4444. Have your case number available.

**When can I submit revisions?**

- Plan revisions may not be submitted until all disciplines have completed their plan reviews. Turnaround time for revision review is dependent on the scope of the changes. All revisions should be accompanied with a written narrative describing the changes, and the changes need to be clearly identified on the plans (i.e.- revision clouds).

**How much will my permit cost?**

Commercial and residential fee schedules are available in our office or by visiting our website. The permit fee is due when the permit is issued.

**How do I schedule an inspection?**

- The following types of inspections are offered for fire permits:

- Alarm system.
- Underground main (visual).
- Underground main (flush).
- Underground main (hydro).
- Hydrant flow.
- Aboveground hydro (sprinkler system).
- Sprinkler/standpipe.
- Fire pump.
- Chemical/gaseous agent.
- Fuel tank.
- Sprinkler system alteration.

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To schedule an inspection, call “PROMPT,” our Interactive Voice Response system at 407.246.4444. “PROMPT” brochures are available at our office or by visiting our web site.

**What other related activities will require a Fire Permit?**

In addition to the items identified in the first section, the Office of Permitting Services processes other types of fire activities for the Fire Safety Management Division of the Orlando Fire Department. Application forms are available in our office or by visiting our website. The following is a list of the other related activities available:

**Burn Permits**

A permit is required for all open burning within the city limits. Initial application is made at the Office of Permitting Services. You will be given the phone number to contact the Orlando Fire Department District Chief to set up a pre-burn inspection. The Fire Department representative will make a site visit to the property. If all conditions comply with their approval and you have a copy of the paid invoice, the permit will be signed, indicating its approval.

**Department of Children and Family Services Inspection/DCF**

This is not a permit; it is a request for an inspection of facilities such as: day care facilities, assisted living facilities, foster homes, and adult group homes. The customer completes and submits the application to the Office of Permitting Services for processing. A copy of the Inspection Request with receipt of payment will be given to the customer. A Fire Safety Management representative will then contact the customer to schedule the inspection.

**Special Effects/Pyrotechnics Permit**

This is a permit required for all shows or displays using pyrotechnics, special effects, or flame effects. An application is completed at the Office of Permitting Services. Then a copy of the Inspection Request along with receipt of payment will be given to the customer. A Fire Safety Management representative will then contact the customer to schedule the inspection.

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**Temporary Place of Assembly Permit**

- This permit is required for temporary assembly in any building or room over 1500 square feet (including outside tents) for the purpose of putting on a show, exposition, dance, dinner, or any other reason in which partitions, curtains, tables and/or chairs will be arranged. The Office of Permitting Services will process the application. After processing, a copy of the Inspection Request with receipt of payment will be given to the customer. A Fire Safety Management representative will then contact the customer to schedule the inspection.

**Flammable-Combustible Liquid Storage/ Hazardous Material Storage Permit**

- This permit is needed for every installation of fuel tanks, or modification of existing fuel capacity, removal, abandonment, defueling, or slurry fill of storage tanks. This permit is also required for the storage, use, handling, or transportation of flammable-combustible liquids or hazardous material. An application is completed and submitted to the Office of Permitting Services. After processing, a copy of the Inspection Request with receipt of payment will be given to the customer. A Fire Safety Management representative will then contact the customer to schedule the inspection.

**When visiting the Office of Permitting Services at City Hall, where do I park?**

- For extended visits to our office, please park your vehicle in the City Commons parking garage located on the west side of Boone Avenue behind City Hall. We will be happy to validate your parking for the length of your visit. Also, one hour of free parking is available in the north parking lot at City Hall for City Hall business only. This regulation is strictly enforced 24 hours a day.

This document is intended to be a guide and may not contain all requirements needed to obtain permits and approval from the City of Orlando.

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□ **What is our contact information?**

Visit our web site at:

<http://www.cityoforlando.net/permits/default.htm>

City Hall  
400 South Orange Avenue  
First Floor  
P.O. Box 4990  
Orlando, Florida 32802-4990  
Phone 407.246.2271  
Fax 407.246.2882  
PROMPT 407.246.4444

To obtain plan review status, schedule/cancel an inspection and obtain inspection results, please call PROMPT, our Interactive Voice Response system at 407.246.4444.  
Office Hours 8:00 a.m. - 5:00 p.m.

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## **MOST COMMON REASONS FOR DISAPPROVAL**

1. Incomplete summary of codes, including missing code references and incorrect editions listed.
2. Sprinkler and fire alarm design documents, including hydraulic calculations, missing from submitted building permit plans when required.
3. Fire extinguisher locations missing from plans.
4. Insufficient remoteness of exits.
5. Point of service location on site plan not clearly shown.
6. ISO and necessary fire calculations not provided.
7. Incorrect spacing of sprinkler heads.
8. Incorrect spacing of fire alarm notification devices.
9. Incorrect or missing door ratings in fire-rated missing assemblies.
10. Incorrect locking devices on doors.
11. Lack of necessary egress from elevator lobbies.
12. Hold open devices shown without corresponding smoke detectors.
13. Incorrect color coding of fire hydrants.

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