



## OCCC Floor Plan Approval Instructions

1. Service Contractors should send the following items to the office of the Fire Marshal, at the address below, for **ORIGINAL** floor plan approvals.
  - A. Completed Plans Review Application.
  - B. A check for \$71.00 payable to “Orange County Board of County Commissioners”.
  - C. Mail both items to:

Orange County Fire Rescue Department  
Office of the Fire Marshal – Plans Review  
109 E. Church Street – Lower Level  
Orlando, Fl. 32801-3319
  
2. Service Contractors should send the following items to the Orange County Convention Center – Event Management Section for **ORIGINAL** floor plan approvals.

**Attn: OCCC EM Name/Sales, Marketing & Events Management Division**

<p><b>Orange County Convention Center</b> P.O. Box 691509 Orlando, Fl. 32869 <i>Use For All</i> <i>Personal Correspondence/Letters</i></p>	<p><b>Orange County Convention Center</b> 9860 Universal Boulevard Orlando, Fl. 32819 <i>Use For All</i> <i>Express Deliveries</i></p>
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  - A. A copy of the completed Plans Review Application.
  - B. Eleven (11) FOLDED copies. Floor plan will be rejected if not folded. Floor plans must include:
    - Name of the Event, Date of Event and Exhibit Halls.
    - All Entrances and Exits clearly marked as such.
    - Exhibits at least twenty (20') feet from lobby doors and dock recesses.
    - Fire apparatus and strobe lights to remain visible and accessible (not blocked).
    - Utility grid on plan and aligned with exhibits.
    - Blueprint legend indicating scale.
  - C. A copy of the \$71.00 check.
  - D. One reduced copy of floor plan (i.e. 8 ½ x 11, 8 ½ x 14, or 11x17).
  
3. Service Contractors should send the following items to the Office of the Fire Marshal, at the address above, for **REVISED** floor plan approvals.
  - A. Completed Plans Review Application, indicating REVISION. Please also indicate the plans review tracking number (permit number), if available, on the application.
  - B. A copy of the original \$71.00 check.



# OCCC Floor Plan Approval Process

OCCC Event Management Section – (407) 685-9882

[www.occc.net](http://www.occc.net)

4. Service Contractors should send the following items to the Orange County Convention Center – Event Management Section for **REVISED** floor plan approvals.
  - A. A copy of the completed Plans Review Application indicating REVISION. Please also indicate the plans review tracking number (permit number), if available, on the application.
  - B. Eleven (11) FOLDED copies. Floor plan will be rejected if not folded. Floor plans must include:
    - Name of the Event, Date of Event and Exhibit Halls.
    - All Entrances and Exits clearly marked as such.
    - Exhibits at least twenty (20') feet from lobby doors and dock recesses.
    - Fire apparatus and strobe lights to remain visible and accessible (not blocked).
    - Utility grid on plan and aligned with exhibits.
    - Blueprint legend indicating scale.
  - C. A copy of the \$71.00 check.
  - D. One reduced copy of floor plan (i.e. 8 ½ x 11, 8 ½ x 14, or 11x17).
5. The Event Management Section will review the plans internally. If corrections are not required, we will hold the plans for the Fire Marshal's office to review. If any changes are required, the plans will be returned to the Service Contractor indicating corrections to be made.
6. An inspector from the Orange County Fire Rescue Department will review the plans at the Orange County Convention Center on a weekly basis.
7. After the floor plans have been approved, the Orange County Fire Rescue Department's office will keep one (1) floor plan for their records. The Orange County Convention Center will return two (2) copies of the floor plans to the Service Contractor, one (1) for their files and one (1) to be sent to show management. The actual permit will be mailed directly to the Service Contractor.

If you have any questions, please call the Event Management Section at (407) 685-9882 or (407) 685-5509, at the Orange County Convention Center.