

APPLICATION REVIEW

SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

Application Review

Inua 5k

Saturday February 28, 2026

Under Review

 Print Application

Application Comments

 Permit Coordinator /  Nov 13, 2025 07:40 AM

Attached to loudspeaker #3382.
- Kaylea

 Permit Coordinator /  Nov 13, 2025 10:16 AM

[More Info Needed](#)

 Permit Coordinator /  Nov 13, 2025 10:17 AM

 Submitted

 Permit - Finance /  Nov 19, 2025 08:43 AM

Under Review

Details

Application ID:	3384
Permits:	
Applicant:	Betsy Ryan
Account User:	Betsy Ryan
Permit Manager:	Permit Coordinator
Last Updated:	Jan 21, 2026 08:47:39 AM

Permits

Related Applications

There are no related applications.

Billing

Date	Invoice #	Bill To	Due Date	Amount	Status	Department
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Application

🟡 ✓ Administrative Tasks and Permit Notes 🚫 not viewable by applicant

Comments and Files:

⤴ Organization Information

⤴ Contacts

Event Information

Required

Comments and Files:

Event Dates & Attendance

Required

Comments and Files:

✓ Event Location

Required

Comments and Files:

✓ ✓ Site Plan

Required

Site Plan Files

[Site Map Inua 5k 2026.pdf](#)

Event Narrative and Timeline

Race Day Timeline

- 5:00 AM Committee members arrive
- Pray, brief announcements
- Tables, chairs, Africa, trash cans arrive
- Set up registration and packet pickup area
- 5:30 AM Potties arrive
- 6:00 AM Run4aCause arrive to set up finish lines (Maggie and Michelle)
- Volunteers arrive – assign tasks from to-do list
- School of Rock Arrives - give Adam basic itinerary
- Runners begin to arrive - Registraion OPEN
- 6:30 AM Nurse - arrives (first aid)
- Arthur's arrives with food
- Coffee arrives -
- Finish Line Vendors/Sponsors Arrive - list on "finish line setup"
- 7:00 AM Send Volunteers out on course
- OPD Arrives -
- 7:15 AM Pre-race photos - Tyler and Sarah have list
- Close race-day registration
- Welcome and announce 15 min to start (LB)
- 7:20 AM Betsy Welcome - Introduce pastors
- Inua commercial - Sarah, Victoria, Rachel, Lauren Berlin
- Opening Prayer – Rachel DeLaune
- Move runners to start line
- 7:28 AM National Anthem (Adam Barnes)
- 7:30 AM Official start of race
- Biker to lead the runners
- Put out food/water at finish line
- 7:31 AM Music begins again
- 7:47 AM First finishers begin to arrive
- Give medals to runners as they finish
- 8:00 AM 8:15 AM Kid's Run registration opens - change sign
- Breakdown Water station - collect ALL trash
- Sort thru finishing times for awards
- 8:30 AM Bike course to check for runners/walkers
- Awards Presentation - Lauren and Kate announce awards
- 8:40 AM 9:00 AM Set up course for Kid's run
- Kids' run
- 9:15 AM Present kids with medals as they finish
- Award to largest team (assuming all have finished)
- 9:30 AM Begin Clean up

As the agent of the Host Organization, I understand and agree that I have the sole responsibility to fully depict all event plans, activities and components and other information on the site plan, route map and/or enclosed area diagrams submitted.

Yes

Fire Marshal
Approved

Approved

Comments and Files:

Do you plan to use tents, stages and/or temporary built structures at your proposed event? No

✓ Do you plan to have food service for your event? Yes

Estimated Number of Food Booths 3

Do you have food trucks onsite? No

Do you have food preparation onsite? No

Do you have pre-packaged on-site? Yes

Do you have open flame cooking? No

Do you have any other information regarding food service not mentioned above? No

Food Service Description We will be giving away bottled water, bottled sports drinks, and pre-packaged snacks as well as bagels and whole fruit. All food items will be FREE. We will not be cooking any food onsite and no vendors will be selling food or drinks.

Food Vendor List

Check the box below if you do not have the required food vendor list at the time of submission. As the agent of the Host Organization, I will upload required the food vendor list no less than 2 weeks prior to the event start date.

Fire Marshal

Approved

Comments and Files:

Will alcohol be served, consumed or sold, consumed at your proposed event? No

Do you plan to have amplified sound? (Musical instruments, bullhorns, wireless mics/speakers) Do you need a Loudspeaker Permit? Yes

Comments and Files:

Is your event a Race, Walk, Run, Cycling or a combination? Yes

Comments and Files:

Do you have a parade component in your event? No

Do you plan to include, close, modify and/or impact any public right of way? No

Will the event have vendors selling or giving away merchandise or services including donation at time of sales? Yes

Comments and Files:

Do you plan to use fencing or barriers? (e.g. event perimeters, beer garden, VIP area, parking, production, lines, etc) No

Do you plan to have pyrotechnics, fireworks, or flame effects? No

Will the event have any banners or signs? Yes

Comments and Files:

Will there be aeronautical activity at your proposed event? No

Additional information Required

Comments and Files:

📎 Security/Safety Plan Required

Police - Extra Duty

Under Review

Comments and Files:

👤 Police - Extra Duty / 📅 Dec 10, 2025 01:46 PM

Good morning,

We've reviewed your 18A application for your upcoming event, and you are required to hire four (4) Off Duty officers for this detail. You can request services by registering online through our service request portal: <https://odm.officertrak.com/Orlando-PD-FL>

When submitting your request, please be sure to type out your event's name within the Division section.

If you have any questions regarding the submission of your Off Duty request, please contact Off Duty Management at (321) 732-6700.

Thank you! - Tatiana Rodriguez, Extra Duty Coordinator

📎 Medical Plan Required

EMS

Not Applicable

Fire - Fiscal Coordinator

Not Applicable

Comments and Files:

Do you plan to provide a rideshare zone? No

Do you plan to promote the use of public transportation? No

Do you plan to provide shuttle service? No

Do you plan to implement other transportation plans not described? No

Describe your Transportation Impact Plan below (to include load in/out logistics, pedestrian access etc.)

We are not closing any roads and our venue has ample parking along the streets and in nearby parks for all of our attendees.

We are able to setup and take down all aspects of our event without blocking traffic or impeding the roadways or sidewalks.

Transportation related file(s) upload

Notification Plan Upload

Upload a copy of the mailing receipt to include the date that the notifications were sent out.

Check the box below if you have not uploaded the Notification Letter.

I will submit the required notification letter no less than 3 weeks prior to the event start.

Transportation

Approved

Notifications

Approved

Comments and Files:

Transportation / Jan 21, 2026 08:33 AM

Traffic Alert Needed:

INUA 5K

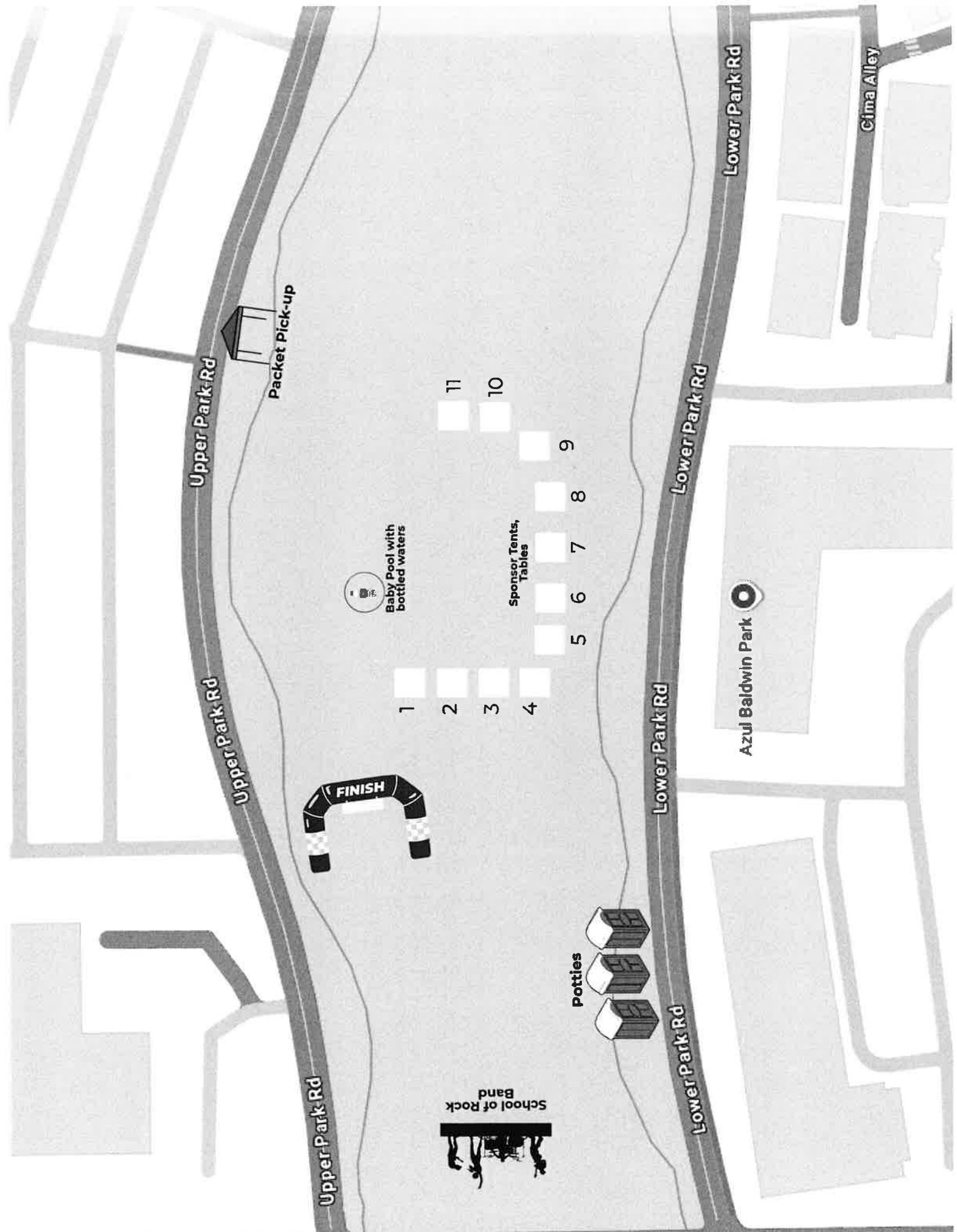
The race begins and ends in Lower Blue Jacket Park with the course running around Lake Baldwin, OPD will staff the intersection at Higher and Lower Park Road on Lakemont.

Athletic Event Start Date/Time 02-28-2026 7:30 am

Athletic Event End Date/Time 02-28-2026 9:45 am

Notifications / Jan 21, 2026 08:47 AM

Traffic alert scheduled



Upper Park Rd

Upper Park Rd

Packet Pick-up

Baby Pool with bottled waters

Sponsor Tents, Tables

1

2

3

4

School of Rock Band

potties

11

10

9

8

7

6

5

Lower Park Rd

Lower Park Rd

Lower Park Rd

Cima Alley

Azul Baldwin Park