

APPLICATION REVIEW

SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION

Application Review

Panda Fest Orlando 2026

Thursday February 26, 2026 - Sunday March 1, 2026

Under Review

 Print Application

Application Comments

Details

Application ID: 3556
Permits:
Applicant: Maritza Rivera
Account User: Maritza Rivera
Permit Manager: Permit Coordinator
Last Updated: Jan 23, 2026 09:24:12 AM

Permits

There are no Permits for this application.

Related Applications

There are no related applications.

Billing

Date	Invoice #	Bill To	Due Date	Amount	Status	Department
01-16-2026	11655	Maritza Rivera	01-23-2026	560.00	Paid	Special Event Division
01-21-2026	11677	Maritza Rivera	02-06-2026	292.00	Active	Fire Department

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

Parks (Other Parks)
Not Yet Reviewed

Comments and Files:

✔ ○ Site Plan

Required

Site Plan Files

[2025 Panda Fest Site Map1.pdf](#)

Event Narrative and Timeline

Panda Fest 2026 is a three-day, family-friendly, public cultural festival celebrating the diverse and vibrant cultures of Asia. The event focuses on three key areas: authentic Asian Cuisine, captivating Live Performances, and unique cultural Merchandise. Our goal is to promote cultural exchange and community engagement in a safe and accessible environment.

Expected Attendance: 10,000

Target Audience: Families, students, young professionals, and all Orlando residents interested in Asian food and culture.

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

Fire - Fiscal Coordinator
Under Review

Comments and Files:

✔ ○ Do you plan to use tents, stages and/or temporary built structures at your proposed event?

Yes

Not Yet Reviewed

Fire Marshal

Approved

Building Official

Under Review

Comments and Files:

 **Permit Coordinator**  Dec 23, 2025 01:02 PM

Tents larger than 10x10 require a permit. Please apply here.

<https://www.orlando.gov/Building-Development/Permits-Inspections/Other/Apply-for-a-Tent-Permit>

Peter, Permit Coordinator

 **Fire Marshal**  Jan 21, 2026 09:38 AM

Fire watch fee \$292.00 fire inspection for food trucks, food vendors, warmers/chaffing dish, tents, stage, fencing, crowd control, pyrotechnics" cold sparks" inflatables, please contact Inspector J E Brand 407 246 3137 or email (Jennifer.Brand@Orlando.gov) payments contact Katrina Verbal 407 246 3649

 **Building Official**  Jan 22, 2026 10:12 AM

The site plan shall show if applicable, the locations of all tents, stages, restrooms (including ADA), exits, bleachers/grandstands, broadcast booths, etc. The site plan shall be to scale with dimensions.

All the proposed stages (mobile stages do not apply), bleachers/grandstands, broadcast booths and or tents (over 120sqft) that are not located in the ROW will require Building permits. All areas that are barricaded off will require a life safety plan (to scale with dimensions) showing the occupant load and exits.

Apply for permits using this link: <https://www.orlando.gov/Building-Development/Permits-Inspections/Get-a-Permit>

Additional mechanical, electrical, gas and/or plumbing permits may be required depending on the nature of the event. Examples: Generators, A/C units, Natural/LP gas lines, etc.

Notify brandon.albright@orlando.gov and CC Specialevents@orlando.gov when the building permits have been applied for and provide the building permit number(s) in your response.

All permits will require at minimum a building fire final and building final inspections. If the inspection needs to be done after hours or on the weekends, please use this link to schedule.

<https://www.orlando.gov/Building-Development/Permits-Inspections/Other/Request-an-Overtime-Inspection>

Please note that additional comments or requirements may be required depending on the proposed event.

Site plan shows 2 exits but with the occupant load being over 500, 3 exits are required.

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

Yes

Fire Marshal

Approved

Comments and Files:

👤 Fire Marshal 📅 Jan 21, 2026 09:38 AM

Fire watch fee \$292.00 fire inspection for food trucks, food vendors, warmers/chaffing dish, tents, stage, fencing, crowd control, pyrotechnics" cold sparks" inflatables, please contact Inspector J E Brand 407 246 3137 or email (Jennifer.Brand@Orlando.gov) payments contact Katrina Verbal 407 246 3649

🚫 Will alcohol be served, consumed or sold, consumed at your proposed event?

Yes

Permit Coordinator

Under Review

Comments and Files:

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?

No

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)

Yes

Fenced Areas

Event Perimeter, VIP/Hospitality, Queuing/lines

Fencing/Barrier Description

Please see attached site map for fencing locations.

Comments and Files:

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:

🟢 Medical Plan

Required

EMS
Not Yet Reviewed

Fire - Fiscal Coordinator
Not Yet Reviewed

Comments and Files:

✔✔ Transportation Impact & Notification Plan

Required

Transportation
Approved

Notifications
Approved

Comments and Files:

High Traffic Alert Needed for Panda Fest:

Roads affected:

- Livingston Street from Primrose Drive to Maguire Blvd
- Maguire Blvd from Livingston Street to Robinson Street
- Primrose Drive from Robinson Street to Livingston Street

Day 1

Event Date:02-27-2026
 Event Start Time: 4:00 pm
 Event End Time 10:00 pm

Event Day 2

Event Date 02-28-2026
 Event Start Time 10:00 am
 Event End Time 10:00 pm

Event Day 3

Event Date 03-01-2026
 Event Start Time 10:00 am
 Event End Time 8:00 pm

Traffic alert created

⊖ Parking Plan and Impact

Required

Parking
Not Applicable

Comments and Files:

✓ Streets Cleaning and Stormwater Best Practices

Required

Streets / Stormwater
Approved

Comments and Files:

🟡 ✓ Waste Removal Plan

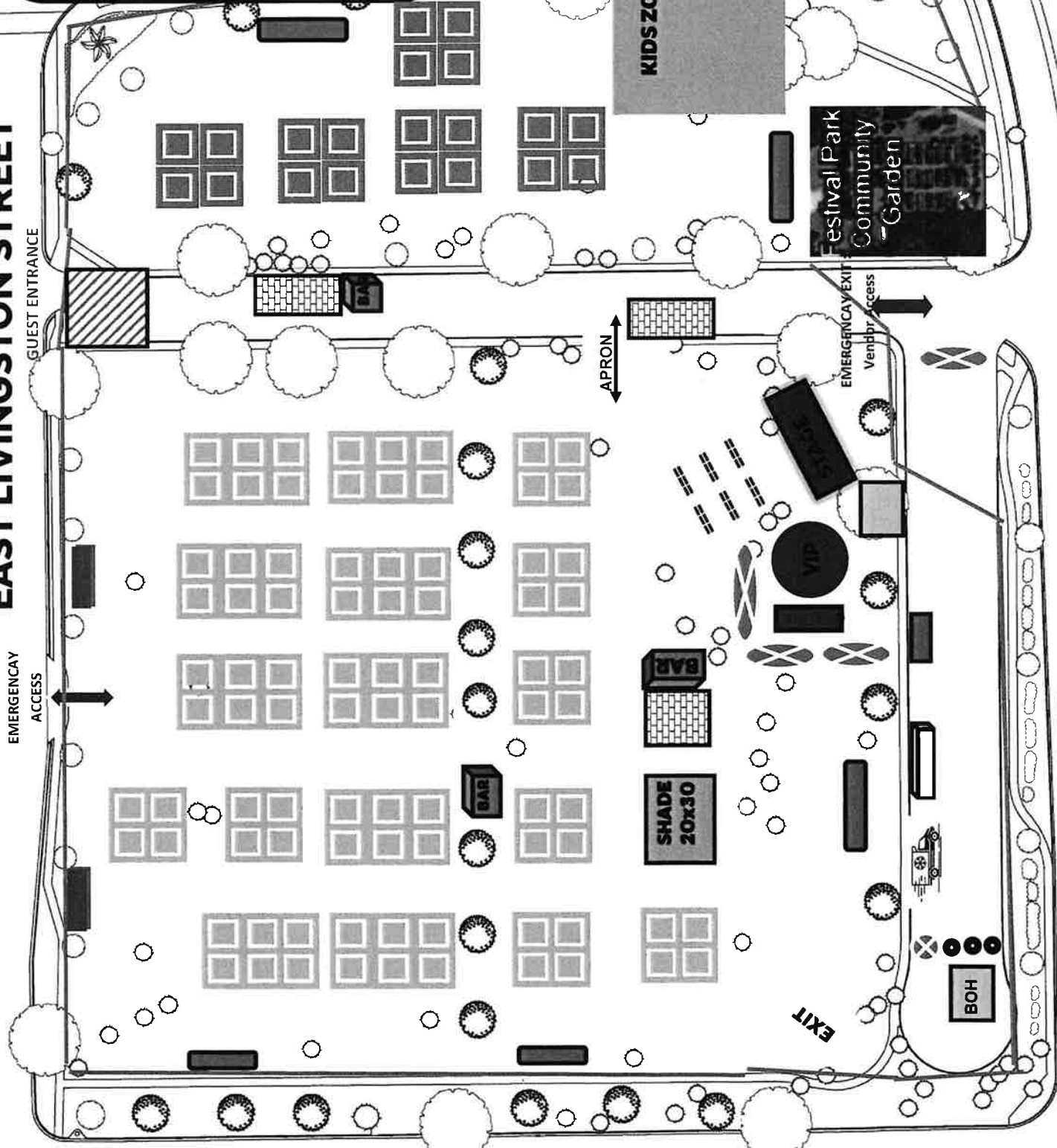
Required

EAST LIVINGSTON STREET

LEGEND:

- VENDORS FOOD (86)
- VENDORS MERCH (20)
- ENTRANCE/TICKET BOOTH
- VIP RESTROOM
- PORTA LETS (90 total)
- BARRICADES (bike rack)
- FENCE (Org:PF, Purp Ex.)
- DUMPSTER
- GREASE/CHARCOAL
- STAFF/TALENT
- GENERATORS
- PF MERCH

MAGUIRE BOULEVARD



NORTH PRIMROSE DRIVE

EAST LIVINGSTON STREET