

# APPLICATION REVIEW

## SPECIAL EVENT: SPECIAL EVENT PERMIT APPLICATION Application Review

Florida Herbal Conference  
Friday March 13, 2026 - Sunday March 15, 2026

**Under Review**

  
Print Application

### Application Comments

 Permit Coordinator /  Dec 02, 2025 11:21 AM

[More Info Needed](#)

 Permit Coordinator /  Dec 02, 2025 11:22 AM

**Submitted**

 Permit - Finance /  Dec 18, 2025 08:43 AM

**Under Review**

 Applicant /  Jan 06, 2026 03:40 PM

Is this the correct receipt?

[Transaction Receipt from City of Orlando Office of Special Events for 12000 USD.pdf](#)

### Details

Application ID:	2384
Permits:	
Applicant:	Maggie O'Halloran
Account User:	Maggie O'Halloran
Permit Manager:	Permit Coordinator
Last Updated:	Jan 22, 2026 10:20:00 AM

### Permits

There are no Permits for this application.

### Related Applications

There are no related applications.

### Billing

Application

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

Permit Coordinator

Under Review

Permit - Finance

Approved

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:

👤 Permit Coordinator / 🕒 Dec 02, 2025 03:39 PM

Attach paid park confirmation.

Peter, Permit Coordinator

👤 Parks (Bill Frederick - Turkeylake park) / 🕒 Dec 18, 2025 10:06 AM

Please attached the reservation receipt

👤 Parks (Bill Frederick - Turkeylake park) / 🕒 Jan 06, 2026 12:40 PM

Please upload your paid receipt. What you have uploaded is your quote.

👤 Applicant / 🕒 Jan 06, 2026 03:51 PM

📎 [Herb Conference.pdf](#)

Fire Marshal

**Approved**

Fire - Fiscal Coordinator

**Approved**

Comments and Files:

🟡 ✓ 🟡 Do you plan to use tents, stages and/or temporary built structures at your proposed event? Yes

Comments and Files:

👤 Permit Coordinator / 📅 Dec 02, 2025 11:17 AM

If your engineering tent or any other is larger than 10x10 please apply for a tent permit.

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

Peter, Permit Coordinator

👤 Applicant / 📅 Dec 17, 2025 02:09 PM

We intend to have a tent 20 by 40 tent from a company that is approved by the city of Orlando

👤 Permit Coordinator / 📅 Dec 17, 2025 02:19 PM

Great.

Have your vendor apply for the tent permit at the link I provided so that it can be approved here at the city.

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

Peter, Permit Coordinator

Fire Marshal Dec 18, 2025 07:21 PM

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

Building Official Jan 22, 2026 10:20 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.

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

Yes

Estimated Number of Food Booths 3

Do you have food trucks onsite? Yes

Estimated Number of Food Trucks 3

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 plan to have food vendors for the event

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.

Approved

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? 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) 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:**

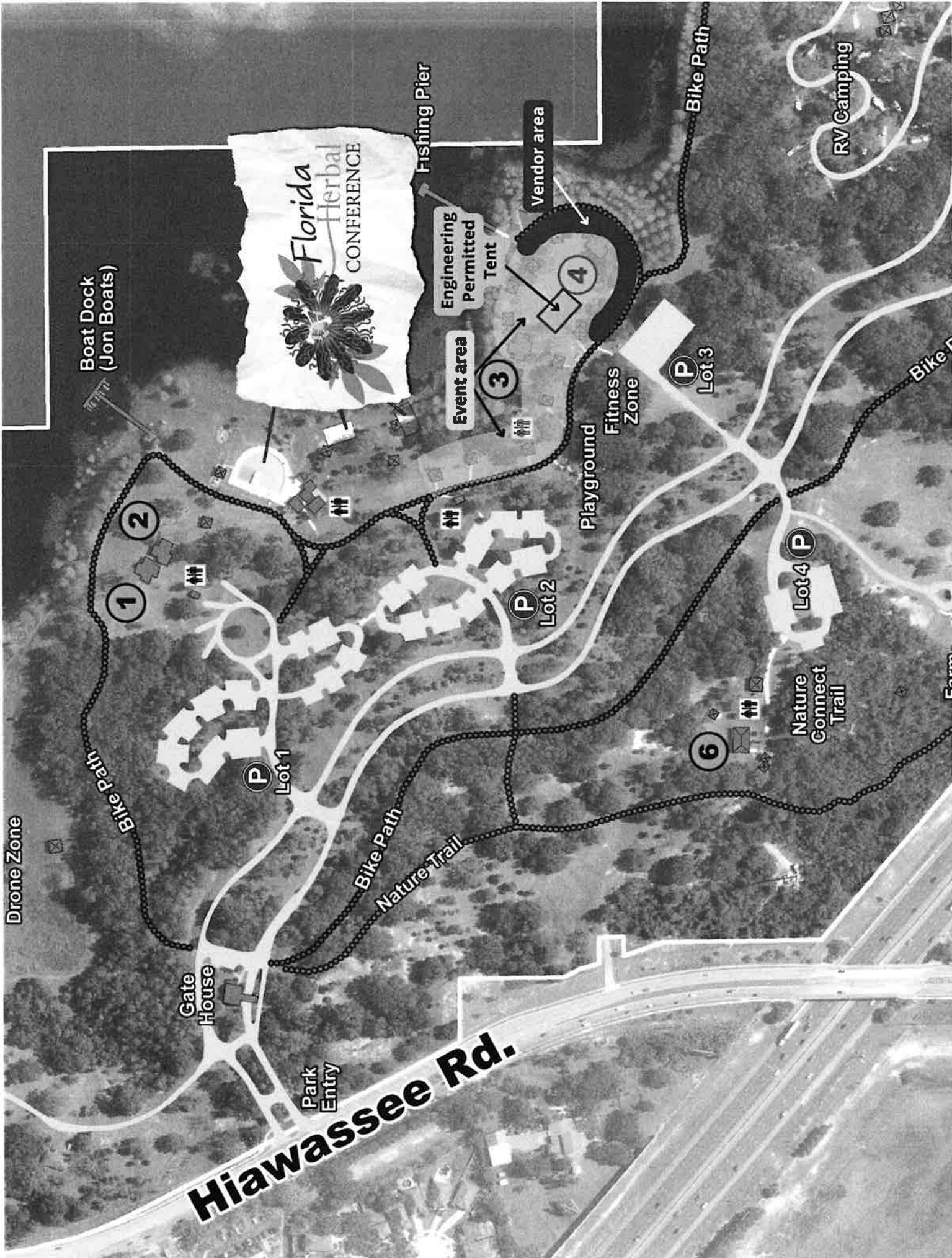
Security/Safety Plan Required

Police - Extra Duty

Not Applicable

**Comments and Files:**

Medical Plan Required



Florida Herbal CONFERENCE

Boat Dock (Jon Boats)

Fishing Pier

Vendor area

Engineering Permitted Tent

Event area

Playground

Fitness Zone

RV Camping

Drone Zone

Gate House

Park Entry

Hiawasse Rd.

1

2

3

4

6

P

Lot 1

P

Lot 2

P

Lot 3

P

Lot 4

Nature Connect Trail

Bike Path

Bike Path

Bike Path

Nature Trail

Bike Path