



TOWN OF OAKVILLE

FIRE ROUTE APPLICATION PACKAGE



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Application Process

In order to incorporate a fire route onto Town By-Law 1981-66, an application must be submitted for processing and shall consist of: 1. The fire route drawing, 2. The application form and 3. The required fee.

- 1. Fire Route Drawing:** Using the **exact** format of the sample plan (as shown on page 4), the drawing is to show the building footprint, building principal entrance(s), fire hydrant(s), fire department siamese connection(s), fire access route, parking which abuts the fire route, municipal street, property line, north point and the address within the building footprint. Depicting any information, other than that shown on the sample plan shall be considered cause to reject the drawing. Please ensure that no extraneous information is included on the drawing. The plan is to be drawn on 8 ½" X 14" and scaled to fit. (See page 3 for additional details).
- 2. Application:** The blank application form, included in this package, must be completed and submitted.
- 3. Fee:** The fee for processing the fire route application is \$318.00, and shall be provided as part of the submission. The fee can be made by Cheque payable to the Town of Oakville Fire Department or by E-transfer or Credit Card through coordinating with fireprevention@oakville.ca.

The completed application can be submitted electronically to the plans examiner at fireprevention@oakville.ca. The rest of the package is to be retained by the applicant for future reference.

The application will be reviewed, and upon approval the owner/applicant will be notified. Town staff will then draft an amendment to the By-Law and submit it to Council for approval. Once this has been done, the Fire Department will issue a letter advising the owner/applicant that the fire route has been incorporated onto the By-Law. They must then make arrangements to erect the fire route signs. Fire route signs may be purchased through the Town of Oakville or through a sign company however they must follow the outline design.

Please note: Orders through The Town of Oakville may take up to 10 business days to process and prices are subject to change upon Council approval.

Please submit payment to fireprevention@oakville.ca. Once payment has been made, the signs will be ordered.

A final Fire Department inspection will be required as part of the final approval. To arrange for a final inspection, please contact the Fire Prevention Division at (905) 338-4404.

Please forward all inquiries via email to fireprevention@oakville.ca or be telephone at 905-338-4404.

Please Note: *Enforcement cannot commence until the By-Law is amended and signage is approved.*

Notice of Collection

The personal information on this form is collected under the authority of the Ontario Building Code or the Ontario Fire Code. The information is used to process your fire route application. Questions about this collection can be directed to Fire Prevention Division at 1144 South Service Road West, Oakville, Ontario L6L 5T7 or (905)-338-4404.

Minimum Fire Route Design Requirements

The design and construction of all designated Fire Routes should:

1. Support the expected loads imposed by fire fighting vehicles/equipment and be surfaced with concrete, asphalt or other material designed to permit accessibility under all climatic conditions. Heaviest Fire Truck Specifications can be found on page 11 and 12.
(Please note the heaviest axle weight distribution is attributed to the truck specification located on page 11, and the heaviest outrigger point loading is attributed to the truck specification located page 12, both these weight allowances are to be achieved by the supporting structure).
2. Have a change in gradient of **not more than** one in 12.5 (1:12.5) over a minimum distance of 15m.
3. Where the building or structure is three (3) or more stories in height or more than 600m² in building area, the nearest edge of a Fire Route shall be located **not less than 3m and not more than 15m** measured horizontally and at right angles from the face of the building.
4. Have an overhead clearance **not less than 5m**.
5. Have a centre line radius of **not less than 12m** with respect to any change in direction of the access route.
6. Have turn around facilities for any dead-end portion of the access route exceeding 90m. Such turn around shall be either a 30m-diameter cul-de-sac or a hammerhead with 12m-centre line turning radii and head dimension of 35m x 6m . It must be designed to provide access to the building face which contains the principle entrance when only one building face is accessible.
7. Be located **not less 3m or not more than 15m** measured horizontally from a principle entrance of each portion of a building which is completely cut off from the remainder of the building which is served by the fire access route.

Drawing Requirements

It is recommended that a draft of the drawing be faxed to the Fire Department Plans Examiner at (905) 338-4230 prior to final submission.

1. The finalized drawing should be provided on white paper measuring **8 ½" x 14"** showing the site and the fire route to be designated per the sample plan.
2. All lines and lettering should be in **black India ink**, mechanically applied (Leroy) or computer CAD program.
3. Provide a ½ inch clear outside border.
4. Provide a key plan (top right corner) and indicate north point.
5. Duplicate the title block as shown per sample plan utilizing the same wording. Note that scale shall be used by way of **bar graph** representation, in **both metric and imperial**.
6. Information provided on the drawing should include:
 - Every building or structure on the site
 - Fire access route
 - Building principal entrance
 - Fire hydrant(s)
 - Fire Department siamese connections(s)
 - Parking which abuts the fire route
 - Municipal street(s) surrounding the property
 - Municipal address(es)
 - Property lines
7. The following symbols should be utilized on the drawing:

Legend



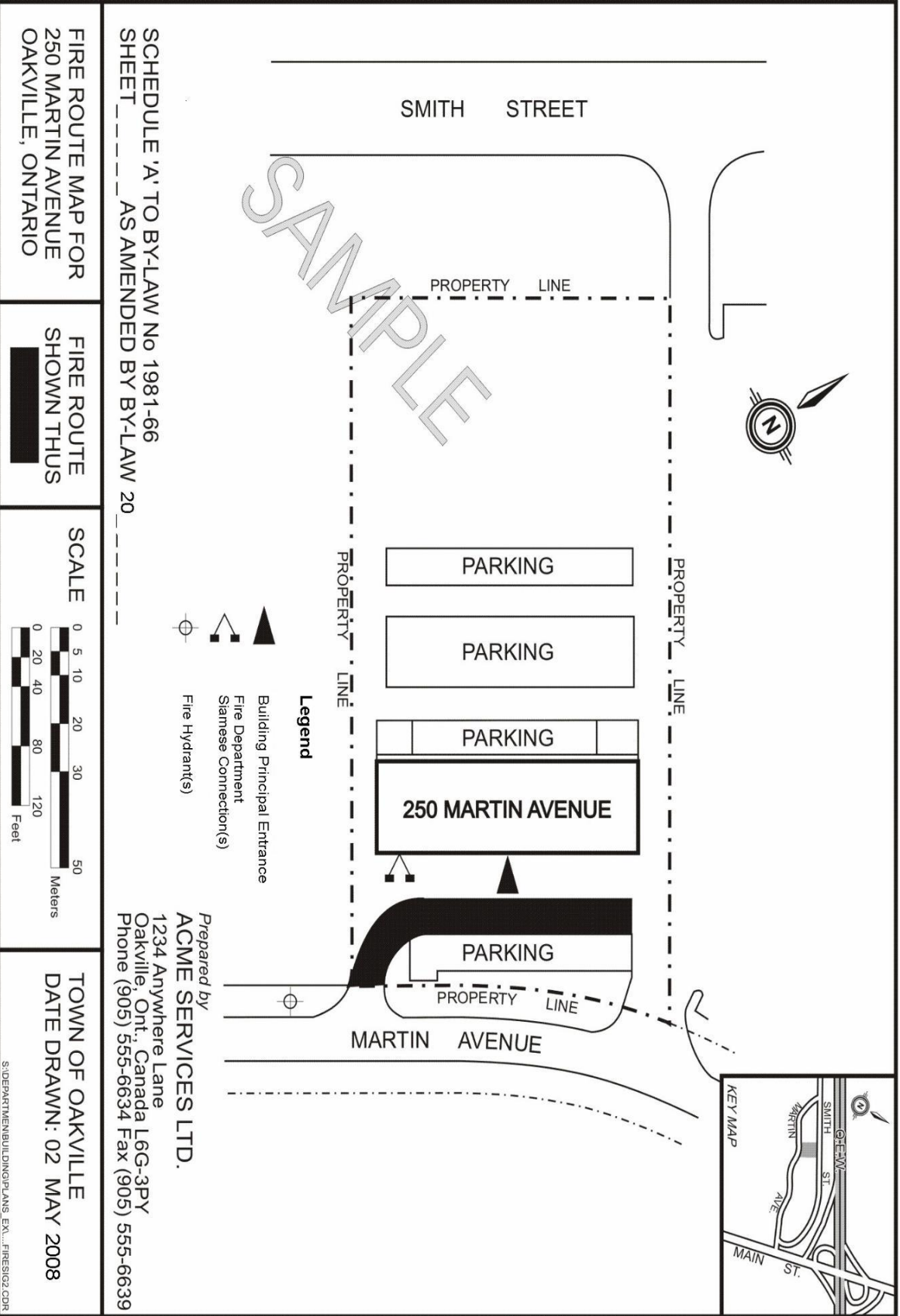
Building Principal Entrance



Fire Department Siamese Connection



Fire Hydrant(s)



FIRE ROUTE MAP FOR
250 MARTIN AVENUE
OAKVILLE, ONTARIO

FIRE ROUTE
SHOWN THUS

SCALE

0 5 10 20 30 50
Meters

0 20 40 80 120
Feet

TOWN OF OAKVILLE
DATE DRAWN: 02 MAY 2008

SCHEDULE 'A' TO BY-LAW No 1981-66
SHEET _____ AS AMENDED BY BY-LAW 20 _____

Prepared by
ACME SERVICES LTD.
1234 Anywhere Lane
Oakville, Ont., Canada L6G-3PY
Phone (905) 555-6634 Fax (905) 555-6639

S:\DEPARTMENT\BUILDING\PLANS_EX\...FIRESIG2.CDR

Fire Route Signs

Authorized signs:

1. Should be permanently mounted on a rigid sign post, pole or building at an angle of **not less than 30°** and **not more than 45°** to a line parallel to the flow of traffic and should be visible to approaching traffic.
2. Should be **not less than 30 cm** in width and 45 cm in height.
3. Should bear the correctly coloured symbols, wording, and numbers as indicated on the included Schedule 'B' (as shown on page 4).
4. Should be placed at intervals **not to exceed 50m** along the designated fire route, or as frequently as is necessary to identify the route in the judgment of the Fire Department.
5. Should be placed at intervals **not to exceed 23m** along the perimeter of a cul-de-sac or as frequently as is necessary to identify the route in the judgment of the Fire Department.
6. Should be two (2) at each limit of the fire route, and **one on each side** of the fire route. Double-headed arrows shall indicate that the prohibition or restriction exists in each direction.
7. Should be placed at all curves in the designated fire route having a change in direction of **greater than 45 degrees** and at all locations where the continuity of the fire route is interrupted by intersections.
8. Should be erected at a height of 2.2m above the pavement measured from the bottom of the sign with a permitted height variation from 1.9m to 3m.
9. Should be positioned **no more than 30cm** back from the curb. Where there are no curbs, **no part** of the sign should be **closer than 3m**, and **no further than 4m** from the edge of the pavement.

Sign Installation Cautions

It is the installer's responsibility to ensure their safety, and the integrity of all underground services. Call before you drive any posts. Allow at least one week for the completion of the free service locate. Some useful contact numbers include Ontario one call www.ontarioonecall.ca (1 800 400 2255), Oakville Hydro (905 825 6355), and Halton Region (905 825 6000).

Fire Route Sign Ordering Process

Step 1: Take the number of signs required and then multiply by the cost per sign (\$25.43, this price includes tax and is subject to change) to calculate the sum of the required payment.

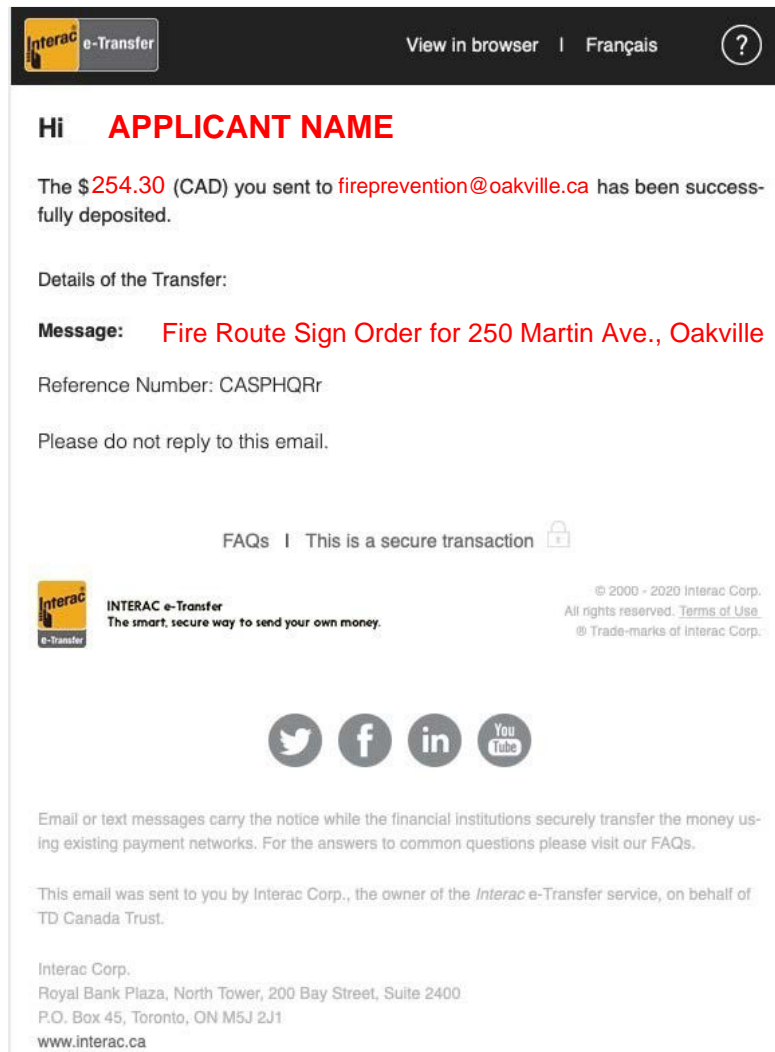
Example: (10 signs) X (\$25.43/sign) = \$254.30

Step 2: E-transfer the total required payment to fireprevention@oakville.ca. The optional message should read "Fire Route Sign Order for (address of property)".

Step 3: Send an email to fireprevention@oakville.ca with the following subject line "Fire Route Sign Order for (address of property)". You must include the following information within the body of the email:

- Address of the Fire Route Application.
- Reference Number of the interact E-transfer from Step 2.
- Contact name, phone number and e-mail.
- Number of signs ordered from Step 1.

Step 4: Once the order is ready for pick-up, you will be contacted and instructed to pick-up the order at 1140 South Service Road West, Oakville, ON, L6L 5T7.



The screenshot shows an email confirmation from Interac e-Transfer. The header includes the Interac e-Transfer logo, a "View in browser" link, a language selector for "Français", and a help icon. The main body of the email starts with a greeting "Hi" followed by the recipient's name in red. It then states that a payment of \$254.30 CAD has been successfully deposited to the email address fireprevention@oakville.ca. Below this, it provides details of the transfer, including the message "Fire Route Sign Order for 250 Martin Ave., Oakville" and the reference number CASPHQRr. A note asks the recipient not to reply to the email. At the bottom, there are links to FAQs and a security notice, followed by the Interac e-Transfer logo and tagline, social media icons for Twitter, Facebook, LinkedIn, and YouTube, and a disclaimer about the email being sent on behalf of TD Canada Trust. The footer contains the Interac Corp. address and website.

Interac e-Transfer View in browser | Français ?

Hi **APPLICANT NAME**


The \$254.30 (CAD) you sent to fireprevention@oakville.ca has been successfully deposited.


Details of the Transfer:

Message: **Fire Route Sign Order for 250 Martin Ave., Oakville**





Reference Number: CASPHQRr

Please do not reply to this email.

FAQs | This is a secure transaction 

 **INTERAC e-Transfer**
The smart, secure way to send your own money.

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All rights reserved. [Terms of Use](#)
® Trade-marks of Interac Corp.

Email or text messages carry the notice while the financial institutions securely transfer the money using existing payment networks. For the answers to common questions please visit our FAQs.

This email was sent to you by Interac Corp., the owner of the *Interac* e-Transfer service, on behalf of TD Canada Trust.

Interac Corp.
Royal Bank Plaza, North Tower, 200 Bay Street, Suite 2400
P.O. Box 45, Toronto, ON M5J 2J1
www.interac.ca

SCHEDULE "B" to By-Law 1981-66



- NOTES:
1. All legends in black except where noted
 2. Background material to be 3M "SCOTCHLITE" white or equal.
 3. Blank to be galvanized steel
 4. *DRAWING NOT DRAWN TO SCALE.*

Fire Route Application Form

Please Read and follow the information provided. Complete and return the application form only. Retain the background material for your reference.

Fire Route Address: _____

Applicant: _____

Address of Applicant: _____
_____ Postal Code _____

Telephone Number: _____ Fax No. _____

Email: _____

Owner: _____

Address of Owner: _____
_____ Postal Code _____

Telephone Number: _____ Fax No. _____

Email: _____

Please check **one** box:

- Amendment to an existing approved Fire Route
 - Requested by Property Owner
 - Building Code requirement
 - Fire Code requirement
-

NOTE: This application form must be completed in full, accompanied by three copies of the Fire Route Site Plan, and the required payment (A cheque for \$318.00 made payable to "Oakville Fire Department"); otherwise this application will NOT be processed.

DATE

Signed by Applicant

FIRE DEPARTMENT USE ONLY

This application is: New Amendment to existing Application fee required

Sheet # _____

Building Classification: Industrial Commercial Assembly Residential

This submission has been reviewed and approved by the Fire Department Plans Examiner.

DATE

Plans Examiner

Application Process

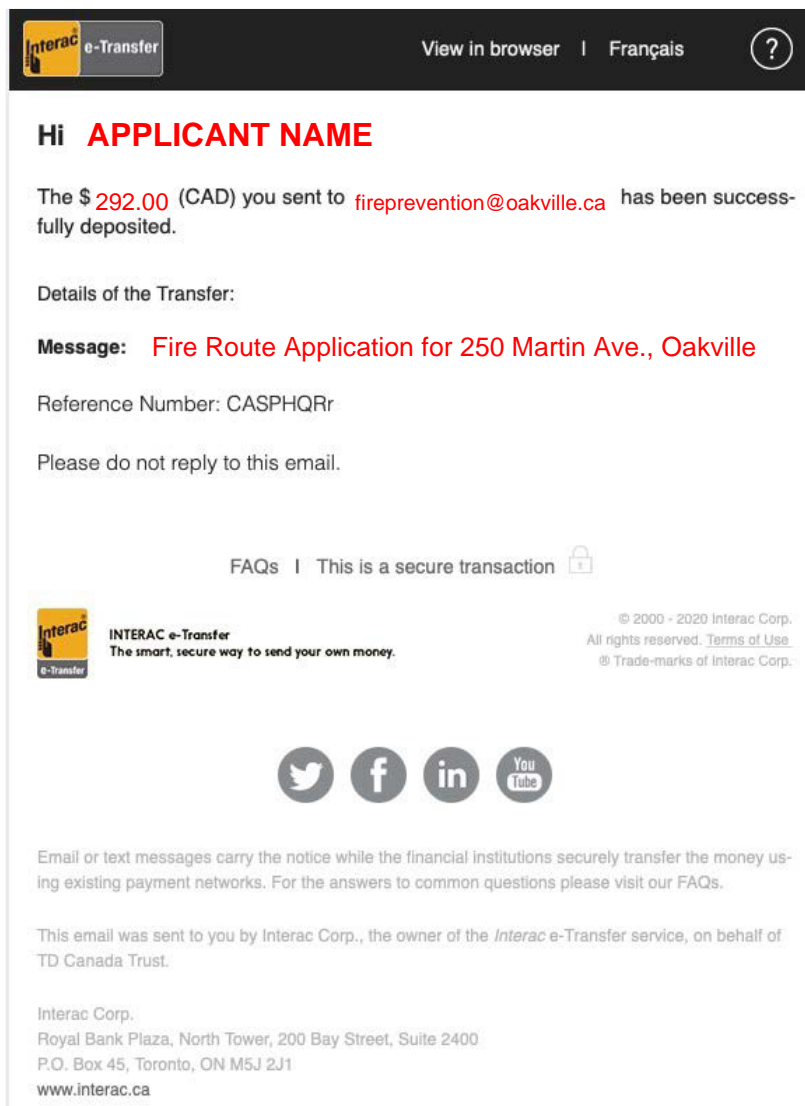
Fire route application form and drawing must be submitted via email the same day as the payment (Interac E-transfer), in order for your application to be processed.

Please follow the steps below to complete the application:

Step 1. Provide payment.

An electronic payment via Interac E-transfer can be made to fireprevention@oakville.ca.

- a. NOTE: The E-transfer MUST reference the Fire Route Application address within the optional message portion. This ensures the payment will be recorded for the correct application. For example, the message should read: "Fire Route Application for 250 Martin Ave., Oakville".

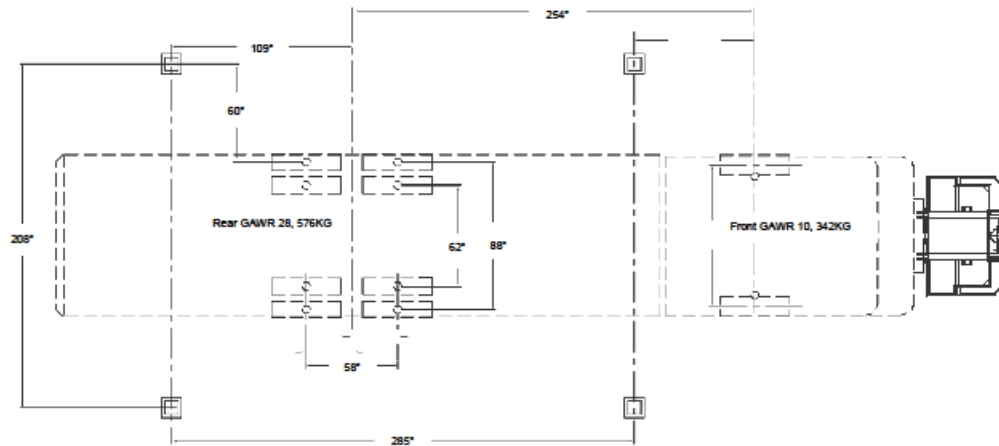


Step 2. Submit Application Package (Electronic preferred): Application Form and Fire Route Drawing in .pdf format. Electronic package to be emailed to fireprevention@oakville.ca.

- a. NOTE: The subject line of the email MUST be the same as the E-Transfer message. For example, the subject line should read: "Fire Route Application for 250 Martin Ave., Oakville".



OAKVILLE FIRE DEPARTMENT

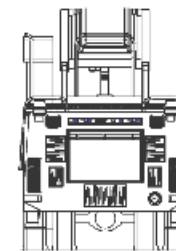
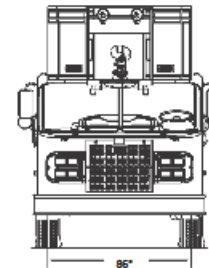
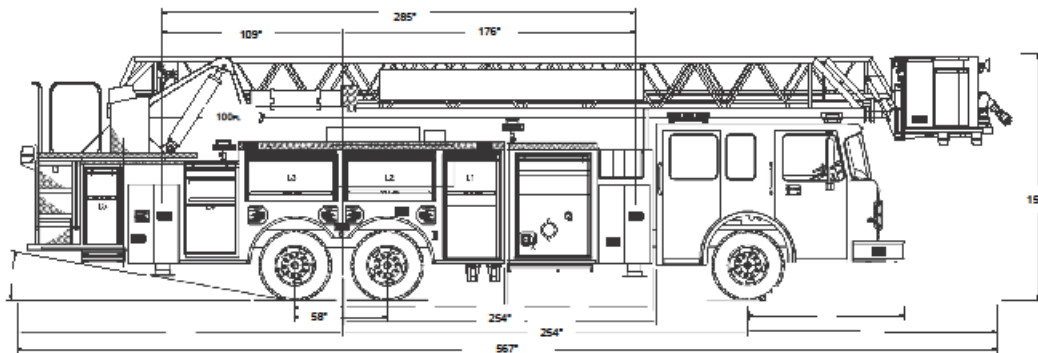


OUTRIGGER PAD SIZE 2'X2'

OUTRIGGER PAD LOAD IN THE STATION WITH THE PLATFORM ROTATED OFF CENTRE JUST PAST THE SIDE OF THE CHASSIS CAB.

OUTRIGGER PAD LOAD WITH THE PLATFORM ROTATED 90 DEGREES TO THE CENTRE LINE OF THE TRUCK, 0 DEGREES ELEVATION AND TOTALLY EXTENDED.

OUTRIGGER PAD LOAD WITH THE PLATFORM ROTATED TO THE REAR ON THE CENTRE LINE OF THE TRUCK, 0 DEGREES ELEVATION AND TOTALLY EXTENDED.

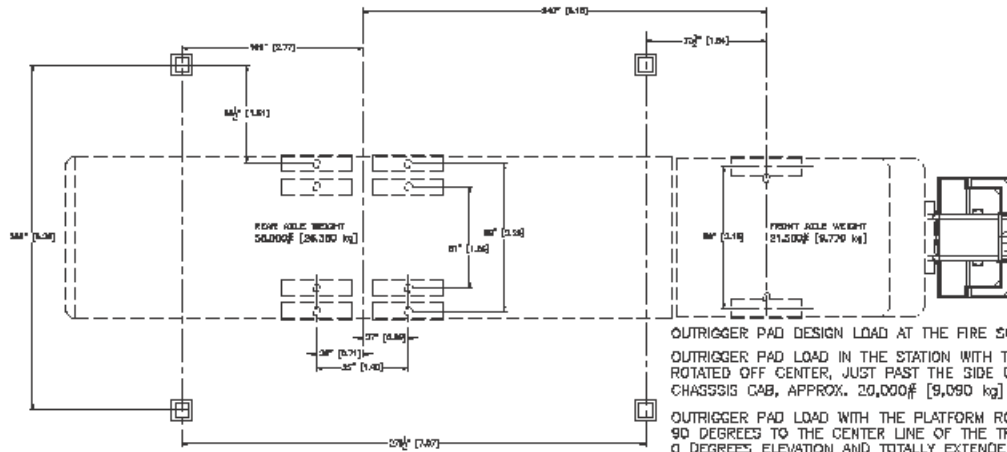


All readers are cautioned that the information setout herein in not intended to be a reprint of all available material, but it is designed to assist for convenience purposes only. Neither the Town of Oakville nor any representative warrants the accuracy or completeness of the information and is not responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with the use of or reliance on this information.

Last updated May 2020



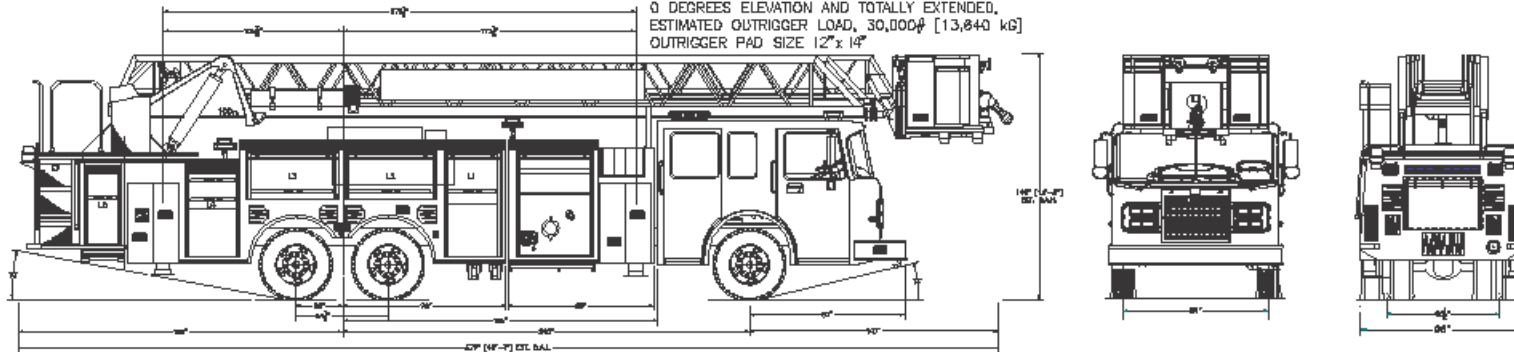
OAKVILLE FIRE DEPARTMENT



OUTRIGGER PAD DESIGN LOAD AT THE FIRE SCENE, APPROXIMATELY 42,000# [18,080 kg]
 OUTRIGGER PAD LOAD IN THE STATION WITH THE PLATFORM ROTATED OFF CENTER, JUST PAST THE SIDE OF THE CHASSIS CAB, APPROX. 20,000# [9,090 kg]
 OUTRIGGER PAD LOAD WITH THE PLATFORM ROTATED 90 DEGREES TO THE CENTER LINE OF THE TRUCK, 0 DEGREES ELEVATION AND TOTALLY EXTENDED, ESTIMATED OUTRIGGER LOAD, 57,000# [25,910 kg]

100' Rear Mount Platform on a Spartan Diamond Chassis

OUTRIGGER PAD LOAD WITH THE PLATFORM ROTATED TO THE REAR ON THE CENTER LINE OF THE TRUCK, 0 DEGREES ELEVATION AND TOTALLY EXTENDED, ESTIMATED OUTRIGGER LOAD, 30,000# [13,640 kg]
 OUTRIGGER PAD SIZE 12' x 14'



The information presented herein is wholly based upon the specifications of the Oakville Fire Department's supplier, Smeal Fire Apparatus (www.smeal.com). All readers are cautioned that the information set out herein is not intended to be a reprint of all available material, but it is designed to assist for convenience purposes only. Neither the Town of Oakville nor any representative warrants the accuracy or completeness of the information and is not responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with the use of or reliance on this information.

Last updated May 2010