



TOWN OF OAKVILLE

FIRE ROUTE APPLICATION PACKAGE



This application package contains:

- Page1. Application Process Description
2. Minimum Fire Route Design Requirements
3. Drawing Requirements
4. Sample Fire Route Drawing
5. Fire Route Sign Requirements / Installation Cautions
6. Sample Fire Route Sign
7. Application Form

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, 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" white paper with all lines and lettering in black India Ink, mechanically applied (Leroy), or computer CAD program. (See page 3 for additional details).
- 2. Application:** The blank application form, included in this package, must be completed and submitted.
- 3. Fee:** A fee of \$281.00 made by Interac e-transfer to fireprevention@oakville.ca shall be included in the submission.

The completed application is to be submitted 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 remit 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 Note: *Enforcement cannot commence until the By-Law is amended and signage is approved.*

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.
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. 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 submitted in digital format to the Fire Department Plans Examiner at fireprevention@oakville.ca prior to final submission.

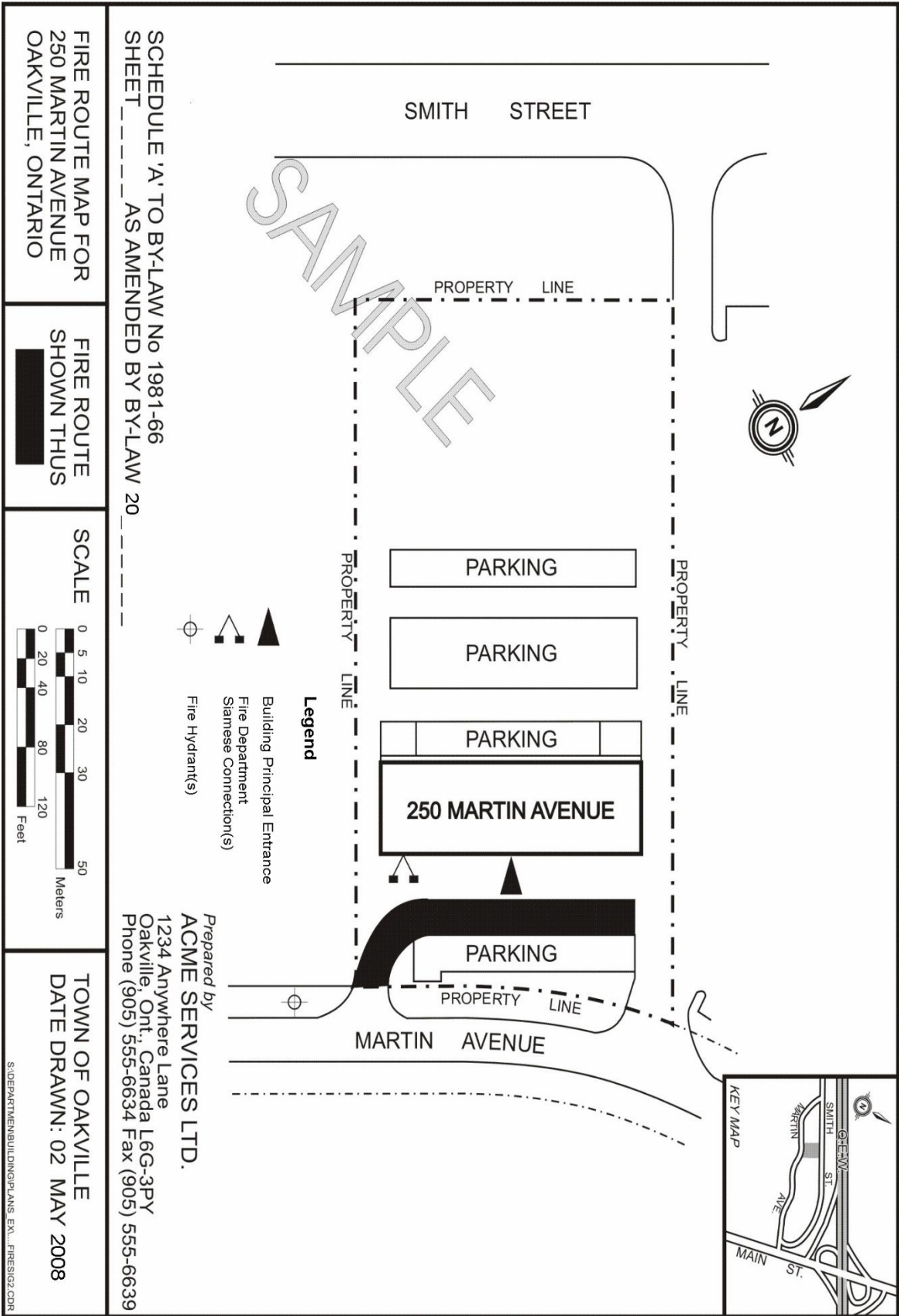
1. The finalized drawing should be provided on white paper measuring **8 ½" x 14"** showing the site and the fire route to be designated per the sample plan.
2. All lines and lettering should be in **black India ink**, mechanically applied (Leroy) or computer CAD program.
3. Provide a ½ inch clear outside 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
0 20 40 80 120
Meters
Feet

TOWN OF OAKVILLE
DATE DRAWN: 02 MAY 2008

S:\DEPARTMENT\BUILDING\PLANS_EX\...FIRE\SIG2.CDR

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-3P7
Phone (905) 555-6634 Fax (905) 555-6639

SAMPLE

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.on1call.com (1 800 400 2255), Oakville Hydro (905 825 6355), and Halton Region (905 825 6000).

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 review 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 an electronic copy of the Fire Route Site Plan, and the required payment (An Interac e-transfer for \$281.00 made to fireprevention@oakville.ca); after which this application will 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.

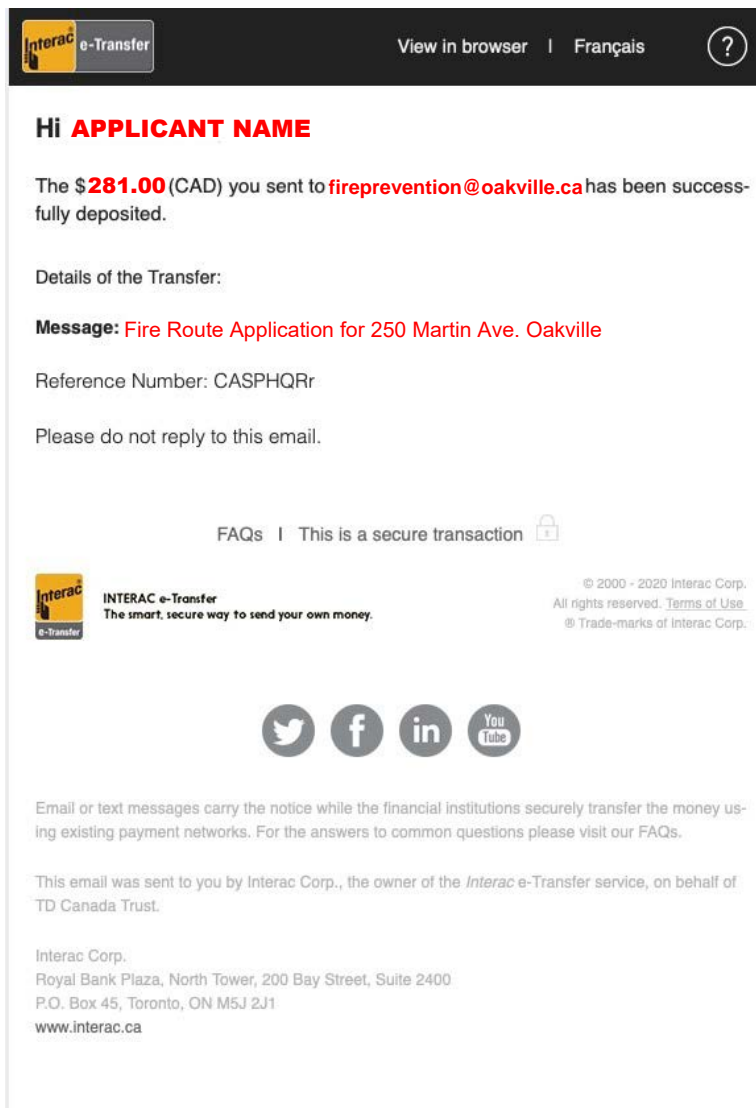
DATE

Plans Examiner

Submission Requirements

Fire route application form and drawing must be submitted via e-mailed the same day as the payment (Interac e-transfer) in order for the application to be processed. Please ensure to follow the below steps:

1. Submit the electronic payment via an Interac e-transfer for \$281.00 made to fireprevention@oakville.ca
 - a. NOTE: The e-transfer MUST reference the Fire Route Application address within the optional message portion. TThis ensures the payment will be recorded for the correct application. For example, the message should read: “Fire Route Application for 250 Martin Ave. Oakville”.



2. Submit the electronic application package (1 page Fire Route Application Form, 1 page Fire Route Drawing in PDF)
 - a. 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”