



## 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. Fire Route Sign Invoice
8. Fire Route 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 cheque made payable to the Oakville Fire Department for \$275.00, shall be included in the submission.

The completed application is to be submitted to the plans examiner at the address below. The rest of the package is to be retained by the applicant for future reference.

**Fire route applications are to be directed to:** Fire Department Plans Examiner  
Oakville Fire Department  
1225 Trafalgar Road, Oakville, ON L6H 0H3  
Tel: (905) 845-6601 Ext. 3618 / Fax: (905) 338-4230

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:** 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 bring the completed invoice found on Page 7 of this package to ServiceOakville. Once payment has been made the signs will be ordered.**

ServiceOakville  
905-845-6601  
Town of Oakville  
1225 Trafalgar Road  
Oakville, ON L6H 0H3

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 600m<sup>2</sup> 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.

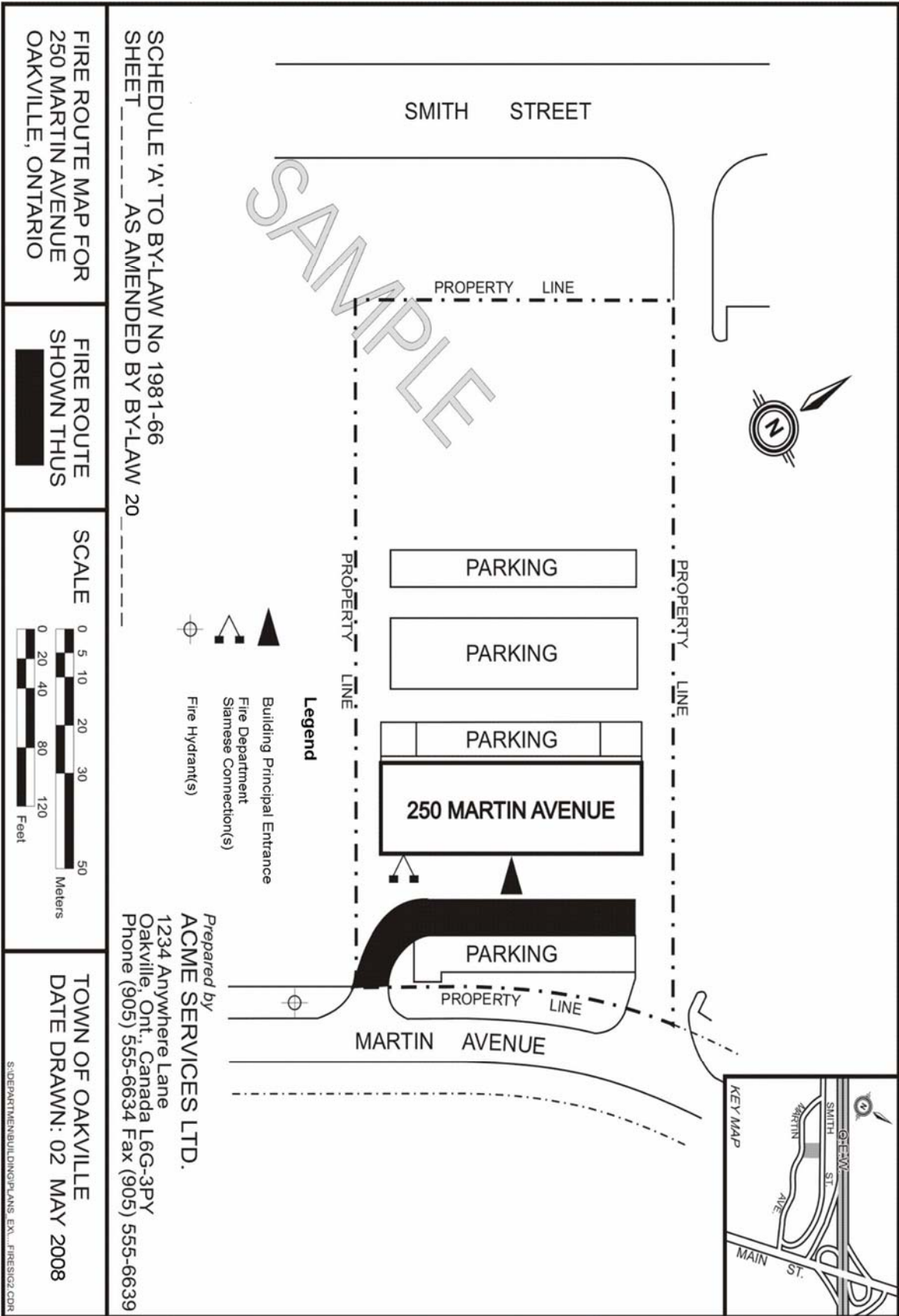
## Drawing Requirements

***It is recommended that a draft of the drawing be 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



TOWN OF OAKVILLE  
DATE DRAWN: 02 MAY 2008

S:\DEPARTMENT\BUILDING\PLANS\_EX\FIRESIG2.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](http://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.*



The Corporation of the Town of Oakville  
 1225 Trafalgar Road  
 Oakville, ON L6H 0H3

Business Number: 121742456RT0001

Item	Unit Price	Total Signs Needed	Total
Fire Route sign	\$22.00		
Product code 5010019			
Customer Name:			
Company Name:			
Address:			
Phone:			
Email:			
Invoice #:			
		<b>Subtotal</b>	
		<b>Total Tax (HST)</b>	
		<b>Total Due</b>	

Payment to be made at Town Hall located at 1225 Trafalgar Road, Oakville, ON.

You will be contacted when your order is ready for pickup.

Pickup is at the Central Operations building located at 1140 South Service Road West, Oakville, ON

Please note: Orders may take up to 10 business days to process.



## 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: \_\_\_\_\_

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Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

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Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

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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 \$275.00 made payable to "Oakville Fire Department"); otherwise this application will NOT be processed.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signed by Applicant

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### 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