



OAKVILLE

**TOWN OF OAKVILLE**

**FIRE ROUTE APPLICATION PACKAGE**



## **This application package contains:**

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5.	Drawing Requirements
6.	Sample Fire Route Drawing
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## **Application Process**

In order to incorporate a fire route into 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 6), 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 in the drawing. The plan is to be drawn on **8 ½" X 14"** and scaled to fit. (See page 4 & 5 for additional details).
- 2. Application:** The blank application form, included in this package, must be completed and submitted.
- 3. Fee:** Please use the Town of Oakville online payment portal to check the most current fee schedule and process the payment for your fire route application. For additional information related to the payment process or other payment option, please contact Oakville Fire Prevention via E-mail: [fireprevention@oakville.ca](mailto:fireprevention@oakville.ca).

The completed application can be submitted electronically to the plans examiner at [fireprevention@oakville.ca](mailto: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 into 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](mailto: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](mailto:fireprevention@oakville.ca) or by 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 Oakville Fire Department 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. Ensure a minimum clear width of not less than **6m** (**9m** for Self-Service Storage Building) is provided as per OBC.
2. 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).*
3. Have a change in gradient of **not more than** one in 12.5 (1:12.5) over a minimum distance of 15m.
4. 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.
5. Have an overhead clearance **not less than 5m**.
6. Have a centre line radius of **not less than 12m** with respect to any change in direction of the access route.
7. 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 (9m where serving a Self Serve Storage Building per the OBC). It must be designed to provide access to the building face which contains the principal entrance when only one building face is accessible.
8. Be located **not less 3m or not more than 15m** measured horizontally from a principal 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.
9. Include the location of any gates, chains, or other fixed obstructions to the fire route. Access provisions shall be reviewed and approved by the Chief Fire Prevention Officer.
10. Ensure that access is provided to the building from the municipally addressed street designated to the building.

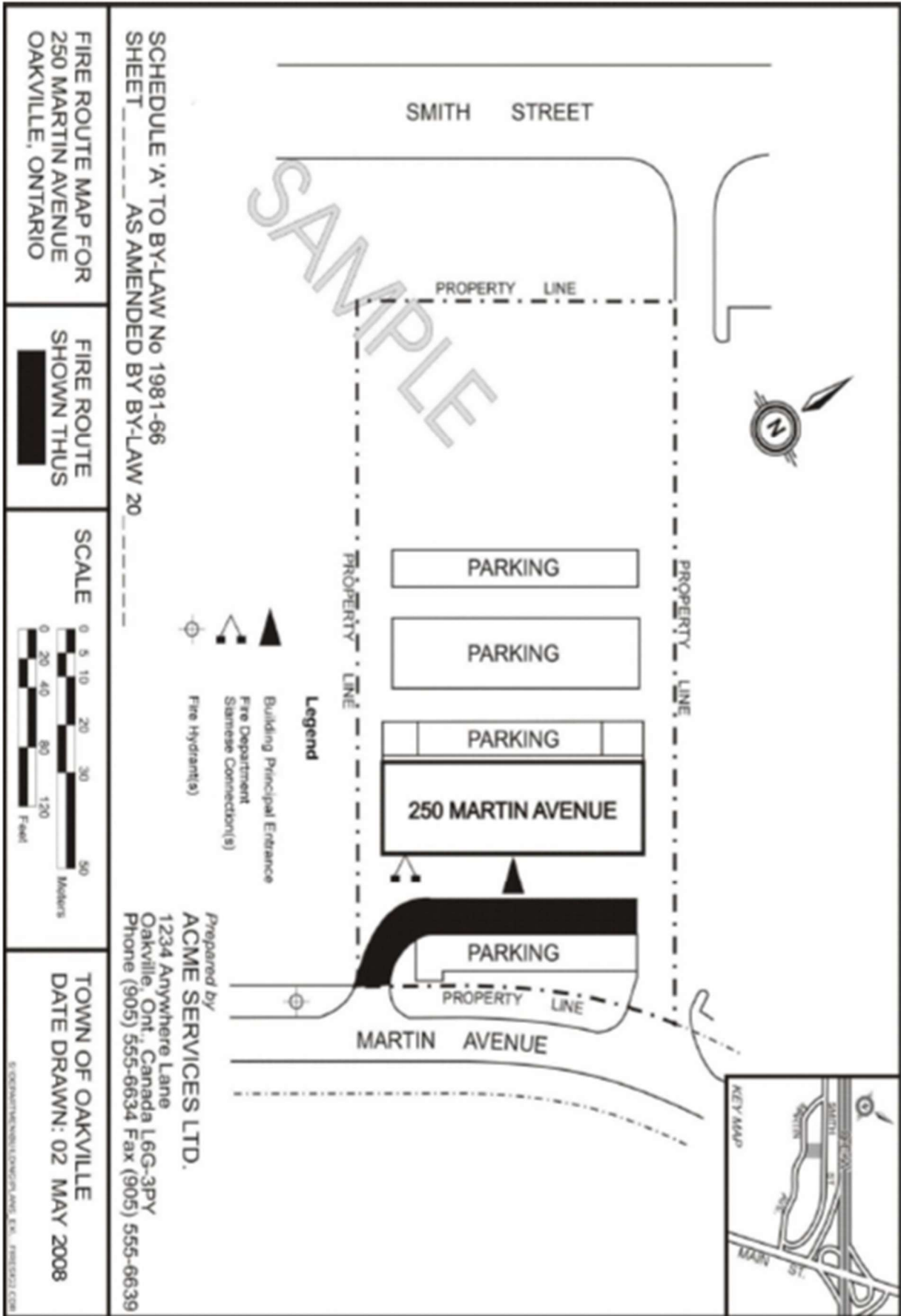
## Drawing Requirements

***It is recommended that a draft of the drawing be E-mailed to Oakville Fire Prevention at [FirePrevention@Oakville.ca](mailto: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 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](http://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.

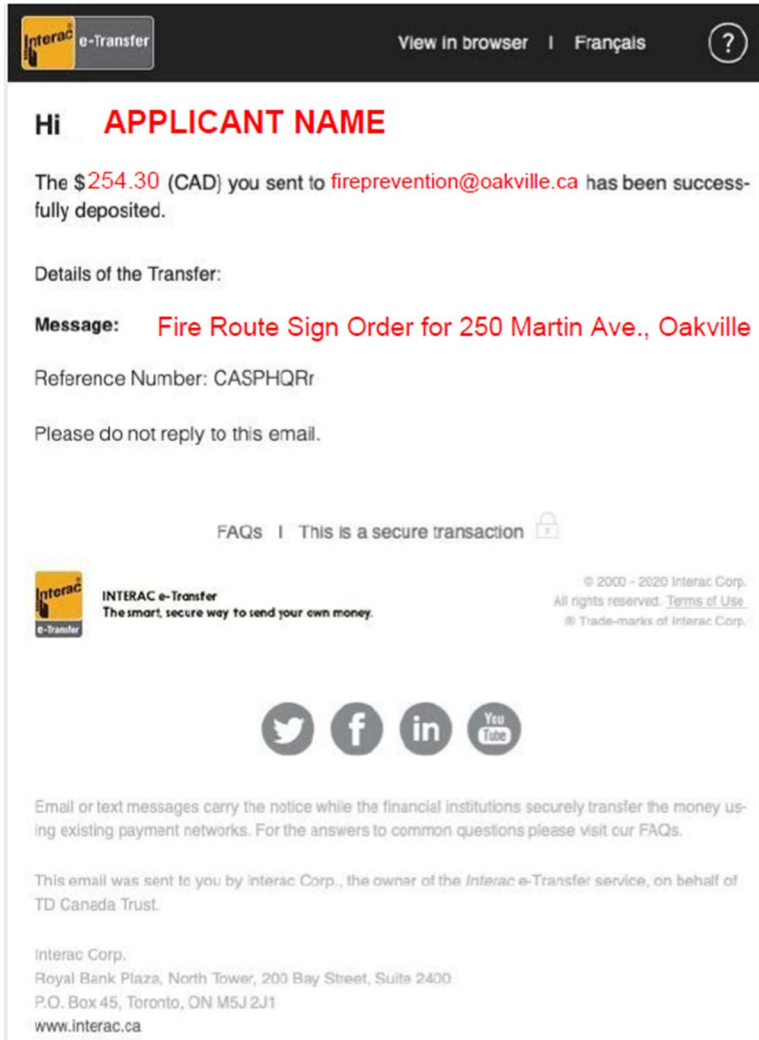
Example: (10 signs) X (\$25.43/sign) = \$254.30

**Step 2:** E-transfer the total required payment to [fireprevention@oakville.ca](mailto: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](mailto: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 interface with a dark header bar. On the left is the Interac e-Transfer logo. On the right are links for "View in browser", "Français", and a help icon. The main body of the email is white and contains the following text:

**Hi** **APPLICANT NAME**


The \$254.30 (CAD) you sent to [fireprevention@oakville.ca](mailto: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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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](http://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: \_\_\_\_\_

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

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

Address of Owner: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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 a digital copy of the Fire Route Plan and a proof of payment. 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

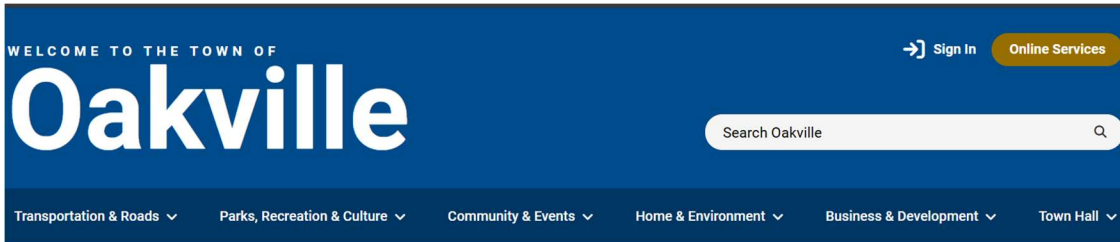
# Application Process

**Fire route application form and drawing must be submitted via email the same day as the payment (Town of Oakville online portal), in order for your application to be processed.**

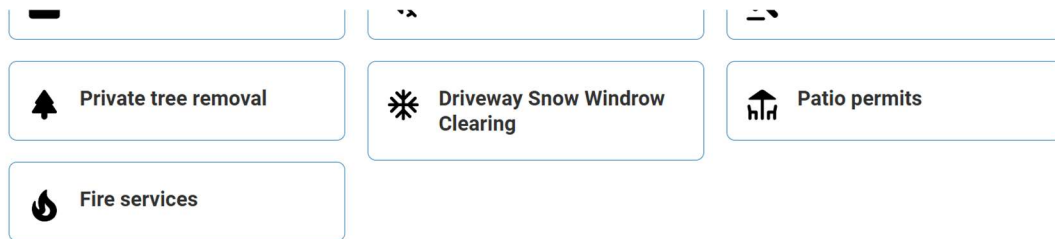
**Please follow the steps below to complete the application:**

**Step 1.** Provide payment via Town of Oakville online payment portal.

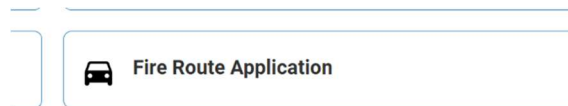
- a. Go to Town of Oakville website ([www.oakville.ca](http://www.oakville.ca)). Click “Online Services” at the upper right corner



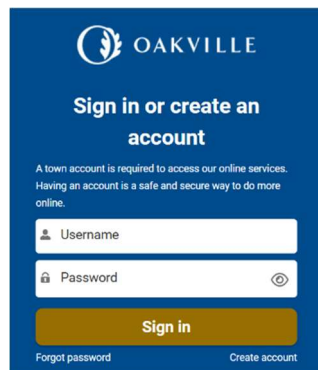
- b. Click “Fire services” tile.



- c. Click “Fire Route Application” tile.



- d. Create and sign in into your town account.



e. First, fill the required information. Then, click “Go to checkout”.

Fire Dept Required Information

Please note: The fields marked \* are mandatory.

Address\*

Address cannot be blank

Name\*



Name cannot be blank

Cancel Go to checkout

f. Verify all information. Then, click “Proceed to Payment”.

## Check Out

Emergency Services  
Phone number 905-845-7114

Sale Item: FIR-0002 Description: Fire Route App Fee	Address: 1144 South Service Rd Name: John Doe, ABC Company	Quantity: 1 Price: \$339.00	 
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Sub Total: \$339.00  
Number of items: 1  
Total: \$339.00

Proceed to Payment

g. Use any of the payment methods to complete your payment.



h. Screenshot your payment confirmation page and save the screenshot to your computer.

**Step 2.** Submit Application Package (Application Form PDF file, Fire Route Drawing PDF file, and Payment confirmation screenshot PNG/JPG file) to Oakville Fire Prevention via E-mail: [fireprevention@oakville.ca](mailto:fireprevention@oakville.ca).

**NOTE: The subject line of the email MUST be the following prescribed format:  
Subject: *Fire Route Application – Address***

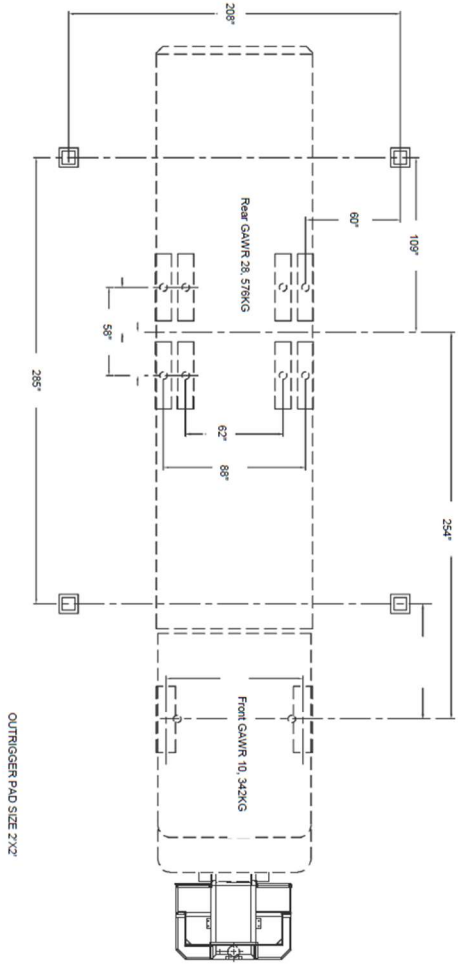
**For example, the subject line should read:  
“Fire Route Application - 250 Martin Ave., Oakville”.**

**Failed to use the prescribed subject format might cause delay to the review process.**

To inquire regarding ***other payment methods***, please contact Oakville Fire Prevention via E-mail: [fireprevention@oakville.ca](mailto:fireprevention@oakville.ca).



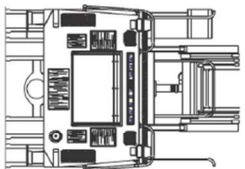
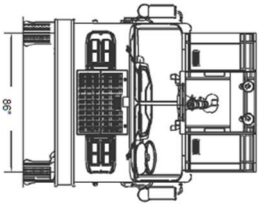
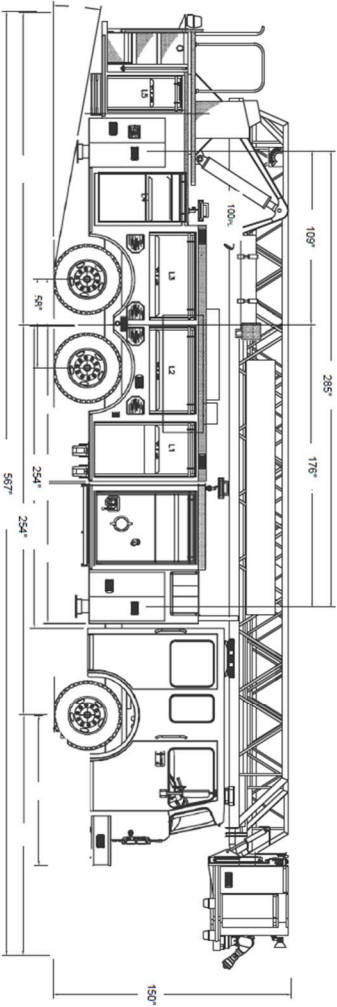
# OAKVILLE FIRE DEPARTMENT



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 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 2020

