

## BUILDING DEPARTMENT TENT PRE-PERMIT CLEARANCE

Tents installed within the Municipality of Port Hope which exceed 10m<sup>2</sup> in area require a Building Permit regardless of the length of time the tent will be installed.

The following required documentation must be submitted along with this form prior to the issuance of a Building Permit:

- A site plan showing the proposed location of tent(s);
- A floor plan of the tent showing the location of exits, tent posts, seating areas and proximity to other buildings;
- Verification of flame retardant materials for the tent; and
- Fire extinguishers are required

**There is no charge for a Building Permit pertaining to a tent**

<b>Tent Location:</b>	<b>Type of Tent:</b> Canopy <input type="checkbox"/> OR Tent with sides <input type="checkbox"/>
<b>Applicant:</b>	<b>Tel No.:</b>
<b>Owner of Property:</b>	<b>Tel No.:</b>
<b>Tent Installer:</b>	<b>Tel No.:</b>
<b>Proposed Use:</b>	<b>Occupant Load:</b>  <b>Size of Tent:</b>
<b>Installation Date:</b>	<b>Removal Date:</b>

Tent Approval Process for **all tents** within the Municipality requires:

1. Completed Tent Pre-Permit Clearance Form
2. Completed Building Permit submitted to the Building Services Division
3. All requirements of Section 2.9 of the Ontario Fire Code are applicable (see *page 6*)

If the tent is to be on **public property**, the following is also required:

4. A Fire Safety Plan which has been reviewed and approved by the Chief Fire Official, submitted to Fire and Emergency Services
5. All requirements of Section 2.8 and 2.9 of the Ontario Fire Code are applicable (see *pages 2-6*)

## SECTION 2.8 EMERGENCY PLANNING

### Subsection 2.8.1. General

#### *Application*

- 2.8.1.1. (1) This Section applies to buildings containing
- (a) an assembly occupancy,
  - (b) a care occupancy,
  - (c) a care and treatment occupancy,
  - (d) a detention occupancy,
  - (e) a residential occupancy where the occupant load exceeds 10,
  - (f) a retirement home,
  - (g) a business and personal services occupancy where the occupant load exceeds 300,
  - (h) a mercantile occupancy where the occupant load exceeds 300,
  - (i) a high hazard industrial occupancy where the occupant load exceeds 25,
  - (j) a medium hazard industrial occupancy where the occupant load exceeds 100, or
  - (k) a low hazard industrial occupancy where the occupant load exceeds 300.
- (2) This Section also applies to buildings or premises
- (a) containing 4 storeys or more, counting storeys below grade,
  - (b) to which Subsection 3.2.1. applies,
  - (c) to which Article 4.1.5.6. applies,
  - (d) to which Article 4.12.4.1. applies,
  - (e) to which Section 9.3 applies,
  - (f) to which Sentence 9.5.3.1.(3) applies,
  - (g) used as a convalescent home or children's custodial home providing sleeping accommodation for more than three persons, or
  - (h) that have a contained use area or an impeded egress zone.
- (3) This Section also applies to recreational camps regulated under the Health Protection and Promotion Act.
- (4) This Section also applies to supported group living residences and intensive support residences regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008.

#### *Instructions in emergency procedures*

- 2.8.1.2. (1) Supervisory staff shall be instructed in the fire emergency procedures as described in the fire safety plan before they are given any responsibility for fire safety.
- (2) Supervisory staff shall be available on notification of a fire emergency to fulfil their obligation as described in the fire safety plan.
- (3) Subject to Article 2.8.2.2., supervisory staff are not required to be in the building on a continual basis.
- 2.8.1.3. (1) Employees in a hotel establishment shall be instructed on
- (a) the procedures outlined in Article 2.8.2.1., and
  - (b) the use of firefighting equipment, including portable extinguishers and, where applicable, standpipe and hose systems.

### **Subsection 2.8.2. Fire Safety Plan**

#### *Measures in a fire safety plan*

2.8.2.1. (1) A fire safety plan shall be prepared, approved and implemented in buildings and premises to which this Section applies.

(2) A fire safety plan shall

- (a) provide for the emergency procedures to be followed in case of fire, including
  - (i) sounding the fire alarm,
  - (ii) notifying the fire department,
  - (iii) instructing occupants on procedures to be followed when the fire alarm sounds,
  - (iv) evacuating occupants, including special provisions for persons requiring assistance,
  - (v) procedures for use of elevators, and
  - (vi) confining, controlling and extinguishing the fire,
- (b) provide for the appointment and organization of supervisory staff to carry out fire safety duties,
- (c) provide for the training of supervisory staff and the instruction of other occupants in their responsibilities for fire safety,
- (d) include documents and diagrams showing the type, location and operation of the building fire emergency systems,
- (e) provide for the holding of fire drills and set out fire drill procedures,
- (f) provide for the control of fire hazards in the building,
- (g) provide for the maintenance of building facilities provided for the safety of occupants, and
- (h) provide for alternative measures to be provided for the safety of occupants during a shutdown of any or all fire protection equipment or systems.

(3) The fire safety plan shall be kept in the building or premises in an approved location.

(4) The fire safety plan shall be reviewed as often as necessary, but at least every 12 months, and shall be revised as necessary so that it takes into account changes in the use or other characteristics of the building or premises.

(5) Before demolition or construction, including hot surface applications, commences in or on the building or premises, the fire safety plan shall be revised to incorporate

- (a) temporary alternative measures for the fire safety of the occupants during the demolition or construction, and
- (b) temporary procedures to control fire hazards associated with the demolition or construction, including procedures to mitigate risks to adjacent buildings.

(6) The revised fire safety plan prepared under Sentence (4) or (5) shall be implemented.

(7) In the case of a care occupancy, care and treatment occupancy and retirement home, any training of supervisory staff carried out under a fire safety plan shall be recorded.

(8) The original or a copy of at least the most recent and the immediately preceding record referred to in Sentence (7) shall be retained in the building for a period of at least two years after being prepared and shall be made available to the Chief Fire Official for examination on request.

#### *Supervisory staff*

2.8.2.2. (1) There shall be sufficient supervisory staff available in care occupancies, care and treatment occupancies, detention occupancies and retirement homes to carry out the duties required in the fire safety plan.

(2) In hotel establishments

- (a) there shall be sufficient supervisory staff available to carry out the duties as required in the fire safety plan, and

- (b) in buildings greater than 3 storeys in building height or having a total area greater than 4000 m<sup>2</sup>, supervisory staff shall be on duty whenever the building is occupied.

#### *High buildings*

2.8.2.3. (1) The fire safety plan in buildings within the scope of Subsection 3.2.6. of Division B of the Building Code shall, in addition to the requirements of Sentence 2.8.2.1.(2), include

- (a) the instruction of supervisory staff on the use of the voice communication system,
- (b) the action to be taken by supervisory staff in initiating any smoke control or other fire emergency systems installed in a building in the event of fire until the fire department arrives,
- (c) the procedures established to facilitate fire department access to the building and fire location within the building, and
- (d) the instructions for the supervisory staff and fire department for the operation of the fire emergency systems.

2.8.2.4. A copy of the fire emergency procedures and other duties for supervisory staff as laid down in the fire safety plan shall be given to all supervisory staff.

#### *Posting fire emergency procedures*

2.8.2.5. (1) At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area.

(2) In addition to Sentence (1), in a hotel establishment

- (a) one copy of the approved fire safety plan shall be posted in the main reception area, and
- (b) a copy of the emergency procedures, location of exits and the fire safety rules shall be posted on the inside of the egress doors of each guest suite.

(3) Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a legible notice, that is not easily removed, shall be affixed to the wall near each manual pull station with wording that the fire department is to be notified in the event of a fire emergency and including the emergency telephone number for the municipality or the telephone number of the fire department.

### **Subsection 2.8.3. Fire Drills**

#### *Procedures*

2.8.3.1. (1) The procedure for conducting fire drills described in Clause 2.8.2.1.(2)(e) shall be included in the fire safety plan, taking into consideration

- (a) the building occupancy and its fire hazards,
- (b) the safety features provided in the building,
- (c) the desirable degree of participation of occupants other than supervisory staff,
- (d) the number and degree of experience of participating supervisory staff, and
- (e) the testing and operation of the emergency systems installed in buildings within the scope of Subsection 3.2.6. of Division B of the Building Code.

(2) The fire drill procedures required in Sentence (1) shall be prepared in consultation with the Chief Fire Official.

#### *Frequency*

2.8.3.2. (1) Subject to Sentences (2), (3), (4) and (5), a fire drill shall be held for the supervisory staff at least once during each 12-month period.

(2) A fire drill shall be held for the supervisory staff at least monthly in

- (a) a supported group living residence or intensive support residence regulated under the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008,

- (b) a care occupancy,
  - (c) a care and treatment occupancy,
  - (d) a detention occupancy, and
  - (e) a day care centre for children, including a day nursery, as defined in the Day Nurseries Act, but excluding
    - (i) private-home day care, as defined in the Day Nurseries Act,
    - (ii) an extended day program or third party program operated under section 259 of the Education Act, and
    - (iii) a day nursery or part of a day nursery, as defined in the Day Nurseries Act, that is operated in a school, as defined in the Education Act, and that provides services only to children who are pupils of a board, as defined in the Education Act.
- (3) In a school, as defined in the Education Act, and a private school, as defined in the Education Act, a total evacuation fire drill shall be held
- (a) if the school or private school is in session during the fall term, at least three times during that term,
  - (b) if the school or private school is in session during the spring term, at least three times during that term, and
  - (c) if the school or private school is in session during the summer, at least three times or at least once a month during the period it is in session, whichever is less.
- (4) For an extended day program or third party program operated under section 259 of the Education Act, or for a day nursery or part of a day nursery described in Subclause (2)(e)(iii), a total evacuation fire drill shall be held
- (a) if the program, day nursery or part of a day nursery is in operation during the fall term, at least three times during that term,
  - (b) if the program, day nursery or part of a day nursery is in operation during the spring term, at least three times during that term, and
  - (c) if the program, day nursery or part of a day nursery is in operation during the summer, at least three times or at least once a month during the period it is in operation, whichever is less.
- (5) A fire drill for supervisory staff shall be held at least every three months in a building to which Subsection 3.2.6. of Division B of the Building Code applies.
- (6) In addition to the requirements of Sentence (2), in a care occupancy, a care and treatment occupancy or a retirement home, a fire drill for supervisory staff shall be carried out at least once during each 12-month period for an approved scenario representing the lowest staffing level complement in the occupancy in order to confirm that the requirements of Sentence 2.8.2.2.(1) have been met.

## SECTION 2.9 TENTS AND AIR-SUPPORTED STRUCTURES

### Subsection 2.9.1. General

2.9.1.1. Tents and air-supported structures shall be in conformance with the Building Code.

2.9.1.2. This Section does not apply to tents that have an area of 30 m<sup>2</sup> or less and that are used for camping, personal or other non-commercial uses.

### Subsection 2.9.2. Materials

#### *Flameproofing treatments*

2.9.2.1. Flameproofing treatments shall be renewed as often as necessary to ensure that the material will pass the match flame test in NFPA 705, "Recommended Practice for a Field Flame Test for Textiles and Films".

### Subsection 2.9.3. Fire Hazards and Control

#### *Combustible materials*

2.9.3.1. (1) Subject to Sentences (2) and (3), hay, straw, shavings or similar combustible materials shall not be used within a tent or air-supported structure used for an assembly occupancy.

(2) Hay, straw or similar combustible materials may be used if necessary for the daily feeding and care of animals.

(3) Sawdust and shavings may be used if kept damp.

#### *Smoking and open flames prohibited*

2.9.3.2. Smoking shall not take place and open flame devices shall not be used in a tent or air-supported structure unless provisions have been made for such activities under the fire safety plan.

#### *Fire alarm system or firewatch*

2.9.3.3. (1) Despite Article 2.9.1.1., if a tent or air-supported structure does not have a fire alarm system that conforms to the Building Code,

(a) it may have an approved fire alarm system that does not conform to the Building Code where the reliability and performance of the system will provide an adequate early warning level, or

(b) a person shall be employed for firewatch duty.

2.9.3.4. (1) A person employed for firewatch duty in accordance with Article 2.9.3.3. shall

(a) be familiarized with all fire safety features, including the fire safety plan as provided in conformance with Section 2.8 and the condition of exits, and

(b) patrol the area to ensure that the means of egress are kept clear and that regulations are enforced.

#### *Communications systems*

2.9.3.5. When the conditions of Article 2.9.3.3. apply, an approved communications system shall be provided.