



# Fire Prevention & Building Department Special Events Requirements TEMPORARY STRUCTURES FORM

Event Details	
Event:	
Event Date & Time:	
Description of Structure:	
Event Location:	
Pre-Event Contact Information	
Name:	
Phone #:	
Event On-site Contact Information	
Name:	
Phone #:	

**SCHEDULES REQUIRED WITH THIS FORM:** a **TS1**, **TS2**, **TS3**, and/or **TS4**, must accompany this form. Complete one schedule per site or large tent /stage.

**FIRE SAFETY:** The event organizer is responsible for ensuring all fire safety features are in place and all fire prevention measures are carried out.

**POST ON-SITE IN A CONSPICUOUS LOCATION:**

- Fire Prevention Measures**
- Building Permit Placard** (when a permit is required)

*Note: Submitting all required information does not guarantee approval. A full review from various departments is required. The applicant will be notified by the City when the submission has been approved.*

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Event Organizer Name                      Event Organizer Signature                      Date

Building Department Contact Information	Fire Prevention Contact Information
Service Barrie, 8 <sup>th</sup> Floor, City Hall 70 Collier Street, Barrie, ON, L4M 4T5 Phone: 705-726-4242 (Service Barrie)	Barrie Fire and Emergency Service Headquarters 155 Dunlop St W, Barrie, ON, L4N 1A9 Phone: 705-728-3199

## Fire Prevention & Building Department Special Events Requirements

### TENTS – SCHEDULE 1

Special events within a building or outside utilizing a tent or group of tents less than 60m<sup>2</sup> (645sf) in aggregate area. Provide a 3m firebreak space between groups of tents to ensure their aggregate area does not exceed 60m<sup>2</sup> (645sf), otherwise, you must comply with Tents-Schedule 2.

**A Building Permit is not required.**

**Submit to Barrie Fire:**

<b>Forms:</b>		(TS) Fire Prevention and Building Department
		(TS1) Schedule 1 (this form, completed)
		Applicable Law Checklist

<b>Site Plan Indicating:</b>		Event Location
		Any fenced-in areas
		Tents

<b>Floor Plan Indicating:</b>	<b>Location of the exits from the:</b>	
		Building
		Tent and/or fenced-in area
	<b>Seating arrangement and location of any structures within the:</b>	
		Building
		Tent and/or fenced-in area
	Clear aisles to the exits	

<b>Document / Certificate Indicating:</b>		CAN/ULC S-109 Flame Test of Flame-Resistant Fabrics and Films
	<b>OR</b>	
		NFPA 701 Standard Method of Fire Tests for Flame-Resistant Textiles and Films

<b>Proposed Occupant Load:</b>	Building:	
	Any fenced-in areas:	
	Tents:	

## Fire Prevention & Building Department Special Events Requirements

### TENTS – SCHEDULE 2

Special events utilizing tents or groups of tents between 60m<sup>2</sup> (645sf) and 225m<sup>2</sup> (2420sf) in aggregate area. A building permit is required.

#### Submit to the Building Department:

<b>Forms:</b>	(TS) Fire Prevention and Building Department
	(TS2) Schedule 2 (this form, completed)
	Building Permit - Application to Construct or Demolish
	Building Permit - Schedule 1: Designer Information
	Applicable Law Checklist
	Property Owner Consent Letter (if applicable)
<b>Fees: PAID IN FULL</b>	Building Permit fee for Tents (Schedule K of the Fees By-law, section 1.2)
<b>Site Plan Indicating:</b>	Location of access route
	Setbacks to all property lines and other structures or other tents (minimum 3m)
	<b>Location and size of:</b>
	Tent(s)
	Any fenced-in area
<b>Floor Plan Indicating:</b>	Two designated exits from within the tent, remote from one another
	Exit signage (illuminated with emergency battery pack, if required)
	<b>Seating arrangement and location of any structures <i>within</i> the:</b>
	Tent
	Clear aisles to the exits
	<b>Seating arrangement and location of any structures <i>outside</i> the:</b>
	Tent (but within an enclosed space)
	Egress locations from the enclosed space
	<b>Row Seating</b>
	# of seats per row (maximum 15)
	# of rows
Seats must be fastened together if Occupant Load is greater than 200 persons	
<b>Document / Certificate Indicating:</b>	CAN/ULC S-109 Flame Test of Flame-Resistant Fabrics and Films
	<b>OR</b>
	NFPA 701 Standard Method of Fire Tests for Flame-Resistant Textiles and Films
<b>Proposed Occupant Load:</b>	Building:
	Any fenced-in areas:
	Tents:

## Fire Prevention & Building Department Special Events Requirements

### TENTS – SCHEDULE 3

Special events utilizing tents larger than 225 m<sup>2</sup> (2420sf). A building permit is required.

#### Submit to Building Department:

<b>Forms:</b>	(TS) Fire Prevention and Building Department
	(TS3) Schedule 3 (this form, completed)
	Building Permit - Application to Construct or Demolish
	Applicable Law Checklist
	Property Owner Consent Letter (if applicable)
	Commitment to General Review by Architect and Engineers in accordance with Division C 1.2.2.1.(7).

<b>Fees: PAID IN FULL</b>	Building Permit fee for Tents (Schedule K of the Fees By-law, section 1.2)
	Zoning Review of Development Applications, section 11

<b>Site Plan Indicating:</b>	Location and number of washrooms provided
	Location of access route
	Setbacks to all property lines and other structures or other tents (minimum 3m)
	<b>Location and size of:</b>
	Tent(s)
	Any fenced-in area

<b>Floor Plan Indicating:</b>	Two designated exits from within the tent, remote from one another
	Exit signage (illuminated with emergency battery pack, if required)
	<b>Seating arrangement and location of any structures <i>within</i> the:</b>
	Tent
	Clear aisles to the exits
	<b>Seating arrangement and location of any structures <i>outside</i> the:</b>
	Tent (but within an enclosed space)
	Egress locations from the enclosed space
	<b>Row Seating</b>
	# of seats per row (maximum 15)
	# of rows
	Seats must be fastened together if Occupant Load is greater than 200 persons

## Fire Prevention & Building Department Special Events Requirements

### TENTS – SCHEDULE 3

Special events utilizing tents larger than 225 m<sup>2</sup> (2420sf). A building permit is required.

#### Submit to Building Services:

<b>Document / Certificate Indicating:</b>		CAN/ULC S-109 Flame Test of Flame-Resistant Fabrics and Films
	<b>OR</b>	
		NFPA 701 Standard Method of Fire Tests for Flame-Resistant Textiles and Films

<b>Proposed Occupant Load:</b>	Building:	
	Any fenced-in areas:	
	Tents:	

<b>Drawings:</b>		Prepared by a Professional Engineer for all structural members and anchoring systems for tents in accordance with the 2012 OBC Division C 1.2.1.2.(5).
	<b>An Architect may be required for certain Assembly uses. Contact the Building Department.</b>	

## Fire Prevention & Building Department Special Events Requirements

### STAGES – SCHEDULE 4

Special events utilizing stages. A building permit is required.

#### Submit to the Building Department:

<b>Forms:</b>		(TS) Fire Prevention and Building Department
		(TS4) Schedule 4 (this form, completed)
		Building Permit - Application to Construct or Demolish
		Applicable Law Checklist
		Property Owner Consent Letter (if applicable)
		Commitment to General Review by Architect and Engineers in accordance with Division C 1.2.2.1.

<b>Fees: PAID IN FULL</b>		Building Permit fee for Temporary Structures (Schedule K of the Fees By-law, section 1.2)
		Zoning Review of Development Applications, section 11

<b>Site Plan Indicating:</b>		Location of access route
		Setbacks to all property lines and other structures
	<b>Location and size of:</b>	
		Stage
		Any fenced-in area

<b>Floor Plan Indicating:</b>		Location of stairs and ramps
		Seating arrangement (if applicable)
		Location and specifications of guards and handrails

<b>Drawings:</b>		Engineered stage drawings
		Design of guards, handrails, stairs, and ramps done by a Professional Engineer
		Professional Engineer to provide design for all structural members and anchoring systems
	<b>An Architect may be required for certain Assembly uses. Contact the Building Department.</b>	



## **FIRE PREVENTION MEASURES**

- All exits, aisles, exist signs, emergency lighting units, fire alarm pull stations, fire extinguishers, hose cabinets, sprinklers, Fire Department access routes, pumper connections, and hydrants must be unobstructed at all times.
- Drapes, curtains, and other decorative textiles must meet NFPA 701 for flame resistance.
  - Provide documentation to the Fire Department
- No open flames are permitted
- No combustibles such as hay, straw, shavings, wood chips, etc. are permitted
- BBQ's to be 3m (10') from structures
  - A valid propane certificate is required
- Music or theatrical performances are to be shut down in the event of an emergency
- A telephone must be provided on-site for emergency notification of #911
- A Maximum Occupant Load sign is required if more than 60
- Install NO SMOKING signs throughout the tent
- Mount 10 lb. ABC fire extinguishers at all required exits
- Fire watch to be implemented if more than 150 person (see below)

### **A PERSON EMPLOYED FOR FIREWATCH MUST:**

- Patrol the area and ensure all fire prevention measures are enforced
- If windowless or after dark hours, have flashlights on scene to assist with exiting in the event of a power failure
- Have a system to notify occupants of an emergency if no fire alarm is present (i.e. a P.A. system or bull horn)
- Call #911 to report an emergency and provide: address, name, and call back number

**A COPY OF THESE MEASURES MUST BE MAINTAINED ON-SITE**