

# Town of Whitchurch-Stouffville



## FIRE ROUTE APPLICATION



# THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

## FIRE ROUTE APPLICATION PACKAGE

This package contains:

- Application Process Description
- Minimum Fire Route Design Requirements
- Drawing Requirements
- Sample Fire Route Drawing
- Fire Route Sign Requirements
- Sample Fire Route Sign
- Application Form

### **Application Process**

In order to incorporate a fire route onto the Town Fire Route By-law, an application must be submitted for processing and shall consist of the following:

- Fire Route Drawing
- Application Form
- Fee

### **Fire Route Drawing:**

Submit three (3) copies of the drawing with your application based on the “Fire Route Drawing Requirements” listed on Page #5 of this package and the “Sample Drawing” shown on Page #6.

**Application Form:** The “Fire Route Application Form”, included as Page #9 in this package, must be completed and submitted.

### **Fee:**

A cheque in the amount of \$155.00 + G.S.T. (\$162.75) made payable to the Town of Whitchurch-Stouffville, shall be included with the submission.

The application is to be submitted for review to:

Whitchurch-Stouffville Fire & Emergency Services  
Fire Prevention Division  
15400 Highway 48  
Ballantrae, ON  
L4A 7X4

Office hours - 8:30 a.m. – 4:30 p.m. Monday. – Friday  
Closed on Statutory Holidays

Note: The application may also be dropped off at:

Whitchurch-Stouffville Town Hall (Reception)  
37 Sandiford Drive, 4<sup>th</sup> Floor  
Stouffville, Ont. L4A 7X5  
Attention: Fire Prevention Division

The application will be reviewed and upon approval, the owner/agent will be notified. Fire Route signage must be installed, by the owner, prior to occupancy of a new building, or for existing buildings upon receipt of notice that the Fire Route Application has been approved by the Fire Prevention Division.

A final inspection will be required as part of the final approval. To arrange for the inspection please contact the Fire Prevention Division at (905-640-4920)

Town staff will then draft an amendment to the Fire Route By-law and submit to Council for approval. Following Council approval the fire department will send out a letter advising the owner/applicant when the fire route has been incorporated into the by-law

### **MINIMUM FIRE ROUTE REQUIREMENTS**

All designated fire routes shall be constructed and maintained in accordance with the following requirements.

1. Be connected to a public thoroughfare by an entrance of at least 6 metres in width.
2. Have a clear driving width of not less than 6m unless it can be shown that that lesser widths are satisfactory.
3. Have a centerline radius of not less than 12m with respect to any change in direction of the access route.
4. Have an overhead clearance of not less than 5m.
5. Having change in gradients of not more than 1 in 12.5 over a distance of 15m.
6. Be designed to support the expected loads imposed by fire fighting equipment – (not less than 11,340 kg (25,000lb) per axle) and be surfaced with asphalt, concrete, or interlocking pavers or other suitable material.
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 35m x 6m hammerhead.

8. Be located not less than 3m and not more than 15m, measured horizontally and at right angles from the face of the building served.
9. Be designed to provide access to the building face which contains the principle entrance when only one building face is accessible.
10. Be located not more than 15m measured horizontally from a principle entrance of each portion of a building which completely cut off from the remainder of the building which is served by the fire access route.
11. The control of entry to a fire access route may be provided with a chain barrier (chain links size not to exceed 9.5mm (3/8")). The chains shall be connected to posts on either side of the fire route and suitable signs shall be posted.
12. Controlled access gates or barriers shall have provision for emergency access using a method acceptable to the Fire Chief.
13. Hydrants shall be provided in accordance with the respective Site Plan Agreements and/or Ontario Building Code requirements.
14. Fire Routes and hydrants must be maintained as required by the Ontario Fire Code and shall not be obstructed by vehicles, gates, fences, building materials, vegetation, ice and/or snow or any other form of obstruction.
15. Fire Routes shall be maintained so as to be immediately ready for use at all times by fire department vehicles.
16. Traffic calming devices (speed bumps) are not permitted on fire routes.

**Note: See Exception for Existing Buildings (if applicable)**

#### **Exception for Existing Buildings**

Where a Fire Route may be required for an Existing Building, constructed prior to the enactment of this By-law, the Fire Chief may waive or vary the minimum standards set out herein, due to physical limitations (e.g. narrow roadway, distance from building, etc) that preclude construction of the Fire Route to the above standards.

## FIRE ROUTE DRAWING REQUIREMENTS

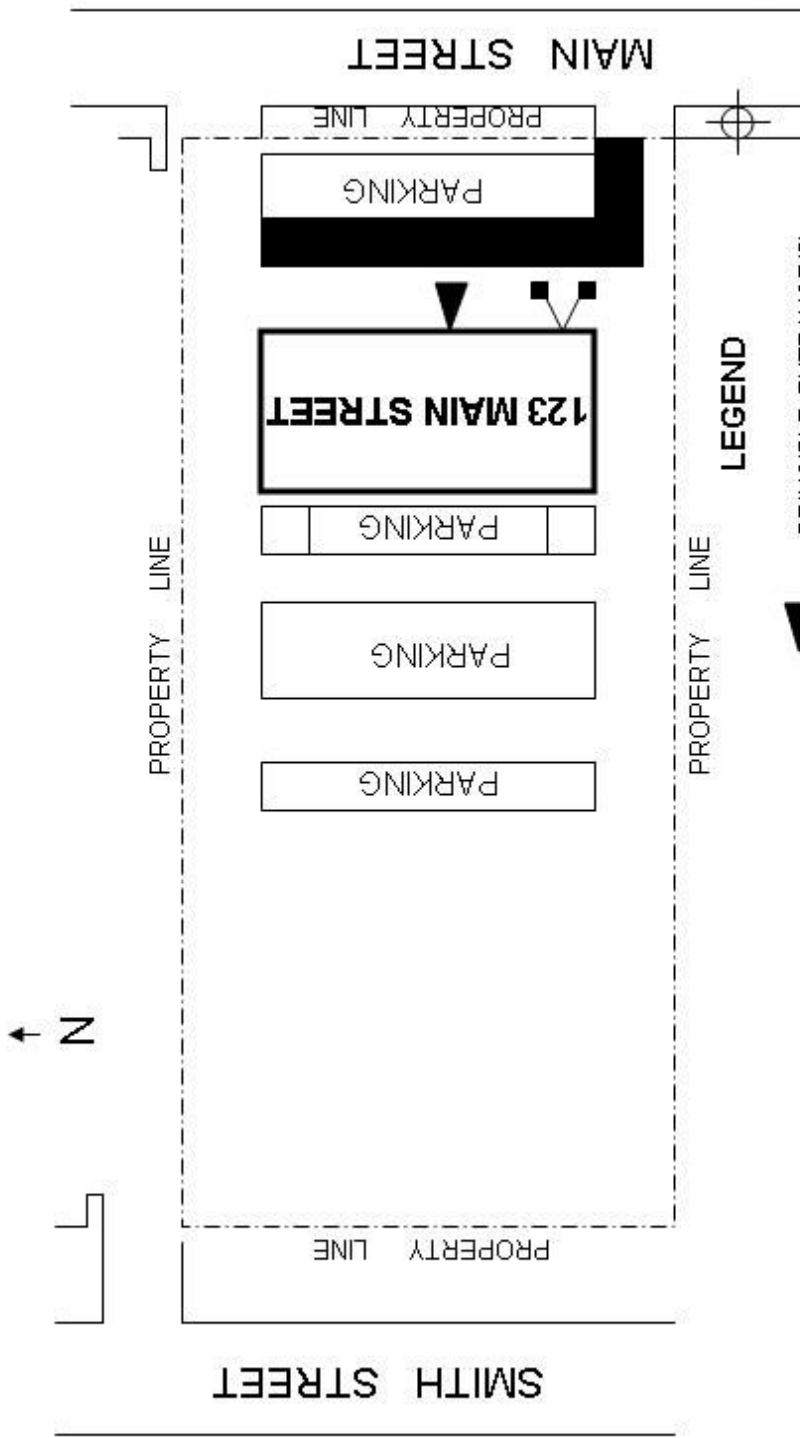
### **PLEASE NOTE:**

**Detailed drawings and specifications of the fire route must be submitted with the Site Plan and/or Building Plans for review of design requirements at the time of application.**

**This drawing is only for the purpose of designating the fire route in the bylaw and does not meet the requirements for building permit review.**

***A draft may be faxed to the Fire Prevention Division at (905) 640- 9517 for review prior to final submission.***

1. The final drawing should be provided on white paper measuring
2. 8-1/2" x 14" showing the site and the fire route to be designated as per the sample plan.
3. All lines and lettering should be in black India ink, mechanically applied (Leroy) or computer CAD program drawings.
4. Provide a 1/2" clear outside border.
5. Provide a key plan ((top right corner) and indicate north point.
6. Duplicate the title block as shown on the sample plan utilizing the same wording. Note that the scale shall be by way of bar graph representation, in both metric and imperial.
7. Information provided on the drawing should include:
  - a. Every building or structure on the site.
  - b. Fire access route
  - c. Principal entrance(s)
  - d. Fire hydrants
  - e. Fire Department (siamese) connection(s)
  - f. Parking which abuts the fire route
  - g. Municipal street(s) surrounding the property
  - h. Municipal address(es)
  - i. Property lines
8. The symbols shown in the Legend on the sample drawing are to be used to show principle entrances, fire department siamese connections, and fire hydrants.



SCHEDULE 'A' TO BY-LAW No 1981-66

SHEET \_\_\_\_\_ AS AMENDED BY BY-LAW \_\_\_\_\_

FIRE ROUTE MAP FOR  
123 MAIN STREET  
STOUFFVILLE, ONTARIO

FIRE ROUTE  
SHOWN THUS  
[Thick black line]

SCALE

TOWN OF WHITCHURCH -  
STOUFFVILLE  
DATE DRAWN: 17, Oct., 2007

## FIRE ROUTE SIGNS

### Authorized signs shall:

1. Be permanently mounted on a rigid sign post, pole or building at an angle of not less than 30 degrees and not more than 45 degrees to a line parallel to the flow of traffic and should be visible to approaching traffic.
2. Be not less than 30cm in width and 45cm in height.
3. Be made of aluminum or galvanized steel blanks.
4. Bear the symbol and show the wording, colour and numbers as indicated in the Schedule "B-2" annexed.
5. Be placed at intervals not to exceed 30m along the designated fire route, or as frequently as is necessary to identify the route in the judgment of the Fire Chief or designate.
6. Be at each limit of the fire route, and on each side of the fire route. Double headed arrows shall indicate that the prohibition or restriction exists in each direction.
7. 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. Be erected at a height of 2.2m above the pavement measured from the bottom of the sign with permitted height variation from 1.9m to 3m
9. Be 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 route surface.
10. Fire Route signs do not apply to a single detached private dwelling which is served by a Fire Route and serves no other buildings or businesses.

# SAMPLE FIRE ROUTE SIGN



Whitchurch-Stouffville Fire and Emergency Services

6392 Main Street, Stouffville, Ont. L4A 1G3  
Phone No. 905-640-9595 Fax No. 905-640-9517

**Fire Route Application Form**

**Please read and follow the information provided. Complete and return the application form only. Retain the requirements for your reference.**

Building Address: \_\_\_\_\_

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Applicant \_\_\_\_\_

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

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

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

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Owner \_\_\_\_\_

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

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

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

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Please check **one**:

Amendment to an existing approved Fire Route

Requested by Property Owner

Building Code requirement

By order of the Fire Chief

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**NOTE: This application form must be complete in full and accompanied with three copies of the Fire Route Site Plan and payment (\$155.00 + \$7.75 G.S.T. – cheque payable to “Town of Whitchurch-Stouffville”) otherwise this application will NOT be processed.**

\_\_\_\_\_  
Date

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

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**FIRE DEPARTMENT USE ONLY**

This application is:  New  One time application fee required  Amendment

Building Classification:  Industrial  Commercial  Assembly  Residential

This submission has been reviewed and approved by the Fire Department.

Minimum signs required: \_\_\_\_\_ (Subject to final site inspection)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Plans Reviewed/ Approved By

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**FIRE ROUTE SIGNS INSTALLED AS REQUIRED**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Fire Prevention Officer