



Amherstburg Fire Department

Events

Fire Code Requirements

Events like block parties, beer gardens, haunted houses, street and park festivals and religious gatherings may require a permit. You must follow the safety guidelines within and get all required permits before hosting your event.

Safety Requirements

Read this Event booklet for the safety requirements for items such as seating, cooking, tents, canopies, booths and structures.

When are permits required?

2.

You must obtain a [special event and festival permit](#) even if your outdoor event is on Town or private property, open to public or private. Events permits are not supplied by the Amherstburg Fire Department but we do inspect events to make sure they follow all safety requirements. This is a requirement for your permit approval.

Special permits may be required for any of the following event activities:

- [Open Flames](#)
- [Pyrotechnics, fireworks, or special effects](#)
- Special amusement (includes haunted houses)
- Temporary occupant load cards for licensed events
- Any public assembly that contains the public in a fenced or restricted area
- Open air burning

Contact the Amherstburg fire Department for information about applying for permits related to these event activities. (519-736-6500)

How soon do I need fire permits or approval?

You must have all required inspections and /or permits before the start of your event. To get any of the required inspections or permits, you must submit an information package for review and approval at least **21 days prior to the event**.

Process

Follow these steps to obtain an inspection or permit:

1. Call (519-736-6500) and submit a request for the type of permit you need
2. Complete and submit an online application
3. Compile all of the required documents into an information package and submit it to the Amherstburg Fire Department.

Inspection of the event

To ensure your event maintains all safety requirements, our staff may conduct periodic inspections of your event. This may include:

- A walk-through with the event coordinator during the move-in or set-up period
- Daily visits, once the event has started
- Spot checks of any cooking locations and strict enforcement of all requirements
- Inspections of emergency access, exiting and hazards during the move-out or closing of the event

Onsite Fire Department Officer

At our discretion, one or more Officers may be required to be present at the event. If an officer is required, the event will be billed at the current rates and must be paid in advance of the event.

Event interruption or shutdown

If we find unsafe conditions or something that constitutes imminent danger, we have the authority to stop the event until conditions are corrected.

Are there consequences for not complying?

Failure to comply with the Ontario Fire Code can result in fines and even jail time as outlined in the Fire Protection and Prevention Act R.S.O. Failure to comply applies to:

- Not meeting the safety requirements during your event
- Starting the event without all of the required fire safety and agency inspection permits

If you are found guilty of non-compliance the consequences can be:

- For a first offence, fines up to \$50,000 or imprisonment for up to one year or to Both.

Event Requirements

The purpose of this document is to provide the Amherstburg Fire Department's (AFD) minimum safety codes standards and requirements necessary to establish a reasonable level of fire and life safety during any type of event in Amherstburg.

Contact the department a minimum of 21 days prior to; an event to book an inspection and/or obtain permits where required.

Definitions

Assembly Occupancy	The occupancy or the use of a building, or part thereof, by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink.
Canopy	A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner other than air or the contents it protects and is open without sidewalls or drops on at least three sides of the structure.
CAN/ULC-S109-03 AFLAME TESTS OF FLAME-RESISTANT FABRICS & FILMS	1. Scope: 1.1 These requirements apply to the performance in flame-exposure tests of flame resistant fabrics of natural, synthetic, or combinations of natural and synthetic fibers, or plastic films intended for such use as tents, awnings, draperies or decorations. The flame resistance of the fabric or film may be inherent in the material used or may be the result of chemical treatment to retard ignition and spread of flame.
Cooking Appliances	Electric or gas powered equipment used in the process of preparing food. Examples of cooking appliances include but are not limited to; deep-fat fryers, ranges, griddles, broilers, woks, titling skillets, braising pans and ovens. And, will require inspection by ESA or TSSA authorities
Cooking Booths	Booths where food is prepared by a heating or cooking process such as but not limited to; grilling, frying, barbecuing, flambé, deep fat frying, baking, warming and boiling.
Demonstration Cooking	Cooking for the demonstration of cooking products, cooking processes for a specific food or showcasing of specific cooking skills. In all cases, food cannot be for sale.
Flame Retardant	A listed chemical, chemical compound or; mixture which when applied in an approved manner to any fabric or other material will render such fabric or material incapable of supporting combustion.
Fire Department Access	Where access to an area or <i>building</i> is required by means of a roadway, lane or yard, the design and location of such roadway Lane or yard shall take into account connection with public thoroughfares, weight of firefighting equipment, width of roadway, radius of curves, overhead clearance, location of fire hydrants, location of fire department connections, pedestrian traffic, and vehicular parking. Generally the width required is 6 M or 20 ft.

Labelled	Equipment or materials to which has been attached a label, symbol or; other identifying mark indicating that is has been manufactured under a certification program, administered by an accredited Certification Organization or; Standards Writing Organization under the National Standards System of Canada.
Listed	Equipment or materials included in a list published by an accredited Certification Organization or Standards Writing Organization under the National Standards System of Canada.
Shall	Indicates a mandatory requirement.
Tent	A structure enclosure or shelter constructed of fabric or pliable material supported by any manner except air or the contents it protects.
Vendor Booths	Includes all booths other than cooking booths.

Events

The types of events that must meet the AFD's Event requirements include but are not limited to: Beer Gardens, temporary patio extensions, music concerts, fireworks and pyrotechnic shows, circuses, monster trucks, rodeos, religious gatherings, street festivals, large running or walking events and/or; any other special event of public assemblage. Events with one or more of the following conditions may require Site inspection and/or applicable permits.

- Open flames (such as, but not limited to; candles, lamps, torches, and cooking)
- Special effect open flames
- Pyrotechnics or Fireworks display
- Tent or Air-Supported Temporary Membrane Structure over 60m² (645 sq. ft.)
- Special amusement (such as but not limited to; Haunted Houses)
- Temporary Occupant Load Cards for licensed events
- Any Public assemblage that contains the Public in a fenced or restricted area
- Outdoor cooking (see "Cooking")
- Use of liquefied petroleum gas (LPG)/liquefied natural gas (LNG)
- Display of any motorized or non-motorized vehicles
- Use of special fuel blends for motor vehicle events

Event Information

The AFD may request an information package for review. The information package should include the following:

- Event name
- Venue name and address
- Event date(s) and time(s)
- Set-up and move-out date(s)
- Description of event
- Detailed Site Plans (including set-up, intended use or operation and dimensions)
- Estimated number of persons to be in attendance at any one time
- Event Coordinator contact Information
- Creation of or Modifications to, approved existing plans (e.g.. Fire Safety Plans) must be detailed and will require review by the Fire Department prior to approval & utilization of the amended or new plan

Site Plans

Site Plans must include the following information:

1. Detailed physical layout of the event to include exhibit, tents, canopies, vehicles, fences and all cooking facilities
2. Fire Department Access Routes
3. Floor plans must specify
 - Access to Exits & Exit Locations and size of exits
 - Tables and/or chairs set up
 - Placement of Fire Protection equipment (e.g. fire extinguishers)
 - Booth/tent/canopy layout (to scale) of the entire show

- Size and location of stages or other performing areas
- Serving area dimensions

Amherstburg Fire Department Approval of Site Plans

Plans must be approved by the AFD prior to any event set-up. Copies of the approved plans will be stamped and returned to the Event Organizer and must be kept on-site for future reference by the event safety officer or named organizer, prior to event set-up and during the event.

Approvals are subject to final inspection by an authorized AFD representative designated by the Chief Fire Official.

No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans from AFD. Inspections will be conducted according to the approved plan.

Tents, Canopies, Structures and Exhibit Booth Requirements

1. Tents and canopies must be approved for use and have a permanently attached label indicating conformance to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films".
2. Decorative material, such as but not limited to; drapes theatre curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, plastic displays, canvas, cardboard, shall be of non-flammable material and shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films or; shall be treated and maintained in a flame retardant condition by means of a flame retardant solution to ensure that the material will pass the match flame test in NFPA 705, "Field Flame Test for Textiles and Films". Plastic cloth and certain other plastic materials such as but not limited to; tar paper, nylon and oilcloth cannot be rendered flame retardant and are prohibited. Any decorative material may be subject to testing. Materials in violation shall be immediately removed from the structure.
3. Combustible materials that are 10mm (3/8 inch) or more in thickness or glass may be used without flame retardant treatment. Exception: Paper, cardboard or foam products.
4. All electrical fixtures and appliances must be approved and carry the appropriate ULC or CSA listing. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:
 - Three wire (grounded) cords
 - Extension cords must be of appropriate gauge for and designed to be used in these locations.
 - There shall be a sufficient clearance from lights or other heat source to any combustible or display materials so to prevent any possible ignition or heat damage (melting).
 - All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated.
 - An Electrical Inspection may be required by the ESA (Electrical Safety Authority)
5. All required "EXIT" signs shall be visible from the area that the exit is serving. Drapes, vehicles or displays shall not obstruct view of "EXIT" signs. Temporary directional "EXIT"

signs may be required to clearly indicate the direction of egress.

6. Fire extinguishers and other fire appliances shall be maintained, clearly visible and accessible at all times.
7. Hay or Straw bales in public areas must comply with AFD Regulations for bales.
8. The Event Coordinator shall assume responsibility for; and shall advise all Exhibitors/participants and staff that Booths, Stands and their respective areas shall be cleaned of combustible rubbish daily or; as necessary.
9. The number of persons allowed to attend an event, show or exhibit shall not exceed the allowed posted Occupant Load of the area.
10. Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e. Helium Tanks). Portable holders are allowed.
11. Tents shall be a minimum of 3 metres from any other building.

Any additional requirements shall be determined by the AFD for each event.

Seating Requirements

If any Indoor Special Event requires seating arrangements the following information from the current Ontario Fire Code shall be adhered to:

.– Non-Fixed Seating

1. When non-fixed seats are provided in assembly occupancies:
 - Except as provided in Sentence (3), the seats shall be arranged in rows having an unobstructed passage of not less than 400 mm between rows measured horizontally between plumb lines from the backs of the seats in one row and the edges of the furthest forward projection of the seats in the next row behind in the unoccupied position.
 - Except as provided in Sentence (2), aisles shall be located so that there are not more than 7 seats or; 12 seats without backs between every seat and the nearest aisle.
 - Except as provided in Sentence (2), the clear width of an aisle in millimeters shall be not less than the greater of 1,100 or the product of the number of seats served by that aisle and 6.1.
 - The width of an aisle is permitted to be reduced to not less than 750 mm when serving 60 seats or fewer.
 - Dead-end aisles shall not be longer than 6 m and;
 - Except as provided in Sentence (3) when the Occupant Load exceeds 200 persons;
 - The seats in a row shall be fastened together in Units of no fewer than 8 seats or;
 - Where there are 7 seats or fewer in a row, all the seats in the row shall be fastened together

- The distance to an Exit Door by means of any aisle shall be not more than;
 - 30 m in the case of an assembly occupancy that is not sprinklered or;
 - 45 m in the case of an assembly occupancy that is sprinklered and;
 - Every aisle shall terminate in a cross aisle, Foyer or Exit and the width of the Cross Aisle, Foyer or Exit shall be at least the required width of the widest aisle that it serves plus; 50% of the total required width of the remaining aisles that it serves.
2. When non-fixed seats are provided in outdoor places of public assembly.
 - Aisles shall be located so there are not more than 15 seats between every seat and the nearest aisle and;
 - The clear width of an aisle in millimeters shall not be less than the greater of 1,200 or the product of the number of seats served by that aisle and 1.8.
 3. When non-fixed seats are provided at tables arranged in rows, the spacing between the nearest edges of tables in 2 successive rows shall not be less than;
 - 1,400 mm where seating is arranged on both sides of tables (back to back or;
 - 1,000 mm where seating is on one side only.
 4. The arrangement of non-fixed tables and chairs shall conform to NFPA 101 “Life Safety Code”.

Cooking or Warming

Cooking may be used with the following provisions:

Tents

1. Tents must be CAN/ULC-S109-M Flame Resistant certified
2. Tents used for cooking shall be a minimum of 3 metres from any other non-cooking tent, canopy or building.
3. Cooking appliances must conform to ULC standards and be CSA certified.
4. No “open flame” cooking appliances are permitted in tents.
5. Sterno fuel may be used for warming trays.
6. Any cooking that may produce grease laden vapours is not permitted to be located inside a tent unless the requirements of NFPA 96 are met.
7. If NFPA 96 requirements are not met, appliances shall be located outside of tents and may be protected from weather by a non-combustible cover no larger than 2.5 M² in total area. These appliances must be placed so that they are minimum of one (1) metre from the outside tent wall and protected from public access (fenced or barricaded).
8. Microwaves, food warmers and chafing dishes are permitted inside tents.
9. The surfaces on which cooking and/or warming appliances are located shall be constructed and arranged such that; their proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat the surface will be provided with adequate protection.
10. Appliances must be placed on a stable base to limit the risk of the appliance tipping.
11. A one-metre (1m) clearance surrounding the appliance shall be maintained for the safe movement of Public and Staff.

10.

12. If required; all extinguishers must be commercial grade with proof of purchase date within last year or updated annual Inspection Tag.
13. Fire protection shall be provided with any tent utilizing cooking/warming devices, a 2A-10BC extinguisher and a lid for smothering.

Note: For multiple devices, one 2A-10BC extinguisher per tent is acceptable but each device must have a smothering lid. Extinguishers shall be located immediately adjacent to the cooking area.

14. All Staff must be trained on the Fire Safety Plan specific to each business location.
15. Egress routes to exits shall be at least one (1) metre in width and shall be kept clear at all times.

Canopies

1. Canopies shall be CAN/ULC-S109-M Flame Resistant certified.
2. Canopies shall be clean prior to set-up.
3. A maximum of 10 cooking canopies or one 30 m long row of cooking canopies will be allowed. Each 30 m row of cooking canopies will be separated from adjacent rows by 3 m. Cooking booths are not allowed in back to back rows.
4. Canopies used for cooking shall be a minimum of 3 metres from any other non-cooking tent, canopy or building.
5. A maximum of two (2) cooking appliances that may produce grease laden vapours are permitted per canopy space measuring 3x3 metres.
6. There shall be a vertical clearance of one (1) metre from the cooking appliance to the ceiling.
7. The Public are not allowed to be under canopies being used for cooking and cooking devices shall be isolated from the Public by a minimum one (1) metre from the front of the booth or provide a sturdy mounted separation shield.
8. The surfaces on which cooking/warming devices are located, shall be constructed and arranged such that their proximity to combustibles will not pose a fire danger. When cooking equipment generates high temperature heat, the surface will be provided with adequate protection.
9. Appliances must be placed on a stable base to limit the risk of the appliance tipping.
10. If required; all extinguishers must be commercial grade with proof of purchase date within last year or updated annual inspection tag.
11. Fire protection shall be provided with any canopy utilizing cooking/warming devices, a 2A-10BC extinguisher and a lid for smothering.

Note: For multiple devices, one 2A-10BC extinguisher per canopy is acceptable but each device must have a smothering lid. Extinguishers shall be located immediately adjacent to the cooking area.

12. A greater level of fire protection shall be provided with any canopy utilizing cooking/warming devices producing grease laden vapours. Each device must meet one of these two (2) requirements:

- A “K Class” fire extinguisher and a lid for smothering
 - An approved automatic extinguishing system (AES)
 - *Note: For multiple devices, one “K Class” extinguisher per canopy is acceptable but each device must have a smothering lid. Extinguishers shall be located immediately adjacent to the cooking area.*
13. All devices producing grease laden vapours must be 1 m clearance from canopy roof or drop down side.
 14. Barbeques must be 0.5m clearance from canopy side and 3m from all combustible construction
 15. Any additional requirements will be determined by the Amherstburg Fire Department for each event.

Inspection of the Event

In order to maintain compliance with Fire and Life safety requirements, periodic inspections may be conducted by an AFD designated representative. These inspections may include:

- A walk-through inspection with the Event Coordinator and the AFD during the move-in/set-up period. Any deficiencies noted shall be corrected immediately or within the time frame agreed upon.
- Once the event has opened, daily visits by AFD may be conducted.
- Cooking locations may be spot checked by AFD and requirements will be strictly enforced. (See “Cooking”)
- During the closing out or move-out and removal of materials used in the Event, a AFD may inspect for emergency access and exiting and Hazards.

On-site Fire Department Officer

At the discretion of the AFD, one or more AFD personnel may be required to be present at the event. If a Fire Dept representative is used, the event will be billed in advance at the current AFD Fee rates.

Event Interruption or Shutdown

Upon finding any unsafe act or condition or; any act or condition that constitutes imminent danger, the AFD has the authority to stop an event until such condition is corrected.