



**NORFOLK COUNTY FIRE DEPARTMENT**

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**Norfolk County Fire and Rescue Services Approval Form  
Vendor Fire Safety Requirements**

(A signed copy must accompany your Municipal Licence Application if required)

Name of Event: (If Applicable) \_\_\_\_\_

Name of Vendor: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Note: Norfolk County requires that all vendors ensure that they are in compliance with the following requirements prior to set-up at the function/event:**

- 1) All non-cooking vendors must have, not less than a 2A10BC fire extinguisher, that has been purchased within one calendar year of the date of the event, or has been examined monthly and inspected annually. Vendors must be prepared to present a copy of the technician’s maintenance tag or the fire extinguisher receipt of purchase, upon inspection.
- 2) All cooking vendors must have, not less than a 40BC or Type K fire extinguisher, that has been purchased within one calendar year of the date of the event, or has been examined monthly and inspected annually. Vendors must be prepared to present a copy of the technician’s maintenance tag or the fire extinguisher receipt of purchase, upon inspection.
- 3) All vendors that utilize tents must be prepared to present proof that the tent meets a recognized flame retardant standard (NFPA 701, CAN/ULC S109, CPAI) and a tent fire safety plan (tents larger than 30 sq. m), that must be available upon inspection.
- 4) All tents that are larger than 60 sq. m or 645 sq. ft in aggregate area must have a building permit (Norfolk County Building Department). See specific requirements for tents on Page # 2.

By signature, the vendor certifies that they understand and will comply with the above conditions. Any vendor found not to be compliant, may be subject to the provisions of the applicable Norfolk County by-law.

Vendor Signature: ..... Date: .....

**FORM MUST BE SIGNED AND RETURNED  
FOR VENDOR PARTICIPATION**

**Specific Requirements for Tents:**

The event organizer is responsible to ensure that:

- a) All tents or tarpaulin materials have been certified as being fire retardant in accordance with NFPA 701, CAN/ULC S-109 or CPAI standards. Suppliers or rental firms should be asked to confirm that all materials meet at least one of these standards.
- b) Cooking with fuel fired appliances, smoking, the use of candles or other open flames and using fuel fired heaters is strictly prohibited in any tents used by the public, unless approved by the Chief Fire Official or designate.
- c) Individual tents or a combined group of tents exceeding 60 sq. m or 645 sq. ft. in aggregate area, have a building permit (Contact Norfolk County Building Department – 519-426-4377).
- d) For tents larger than 30 sq. m (323 sq. ft.) that are used for commercial purposes, the following provisions apply:
  - where there is no fire alarm system, that a fire watch is maintained at all times,
  - providing and maintaining unobstructed access to at least two (2) remote exits of not less than 91.5 cm. In addition, one exit of not less than 91.5 cm is required for every 144 persons. Exit signs are required at all exits in an enclosed tent,
  - ensuring that, where occupant loads exceed 60, occupant load signs are posted,
  - ensuring that the ground enclosed by the tent and for at least 3 m outside of the structure, the ground is free of all material or vegetation that will support and allow fire extension,
  - ensuring that a fire extinguisher with a minimum of a 2A 10BC rating is located within each tent, and ensuring that a sufficient number of extinguishers are provided so that travel distance does not exceed 24.3 m. The extinguishers must be easily accessible and visible,
  - for enclosed tents, providing emergency lighting, (or an attendant with a working flashlight @ each exit) for night-time functions,

**Appendix A  
Tent Fire Safety Plan**

Note – A copy of this approved tent fire safety plan must be posted conspicuously near the entrance.

Event Location: \_\_\_\_\_

Owner of Property & Address: \_\_\_\_\_

Letter of Permission:  Yes  No Telephone: \_\_\_\_\_

Tent Supplier & Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Tent Size: \_\_\_\_\_ Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Event Organizer/Vendor & Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Occupant Load: \_\_\_\_\_ Posted:  Yes  No

Fire Alarm:  System or  Fire Watch

Person Designated and Identifiable: \_\_\_\_\_

Fire Alarm Sounding Device: \_\_\_\_\_

Portable Extinguishers:  Yes  No Number: \_\_\_\_\_, Type: \_\_\_\_\_

Exit # 1 – Width: \_\_\_\_\_, Exit # 2 – Width: \_\_\_\_\_,

Flame Resistance Label:  Yes  No Exit Signs Posted:  Yes  No

Fuel-fired Appliances:  Yes  No T.S.S.A. Inspection:  Yes  No

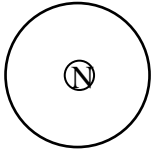
Tent Site Plan:  Yes  No 2 Copies – 1 Copy for Fire Department

Fire Warden: \_\_\_\_\_

Responsibilities: a) Keep means of egress clear, b) Enforce no-smoking policy,  
c) Hourly Fire inspection Tours & Log, d) Proper use of combustibles,  
d) Meet the Fire Department and direct them to the incident,  
e) Sound alarm, Call 911 and If possible try and control fire with an extinguisher,

REQUIRED FOR TENTS 30  
SQ METRES OR LARGER

**Tent Safety Site Plan**



A large, empty rectangular box intended for drawing the Tent Safety Site Plan.

## Appendix B Ontario Fire Code References

### SECTION 2.9 TENTS AND AIR-SUPPORTED STRUCTURES

#### SECTION 2.8 EMERGENCY PLANNING

##### Subsection 2.8.1. General

Application

- 2.8.1.1. (1) The requirements of this Section shall apply to **buildings** containing  
(a) **assembly occupancy** (tents)

##### Subsection 2.8.2. Fire Safety Plan

Measures in a fire safety plan

- 2.8.2.1. (1) A fire safety plan shall include
- (a) the emergency procedures to be used 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) the procedures for use of elevators, and
    - (vi) confining, controlling and extinguishing the fire,
  - (b) the appointment and organization of designated **supervisory staff** to carry out fire safety duties,
  - (c) the training of **supervisory staff** and instruction of other occupants in their responsibilities for fire safety,
  - (d) documents, including diagrams, showing the type, location and operation of the **building** fire emergency systems.
  - (e) the holding of fire drills,
  - (f) the control of fire hazards in the **building**,

##### 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

Flame proofing treatments

2.9.2.1. Flame proofing 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. Hay, straw, shavings or similar combustible materials other than that necessary for the daily feeding and care of animals shall not be permitted within a **tent** or **air-supported structure** used for an **assembly occupancy**, except that sawdust and shavings are permitted to be used if kept damp.

#### Smoking and Open Flames

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

#### Fire Alarm System or Fire Watch

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 fire watch duty.

2.9.3.4. (1) A person employed for fire watch 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.

## SECTION 6.2 PORTABLE EXTINGUISHERS

#### Where required

6.2.4.1. (1) Portable extinguishers shall be provided to protect every **building (tents)**, each hazardous **occupancy** inside the **building** and each hazardous process or operation located outside.