



## TENTS

All tents that function as an occupancy that require an approved Fire Safety Plan under the Ontario Fire Code will require a Fire Safety Plan to be submitted at least thirty (30) days prior to the event.

Note – A copy of the approved Tent Fire Safety Plan must be posted visibly near the entrance.

### Property Owners Information.

Event Location / Address: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owners Address: \_\_\_\_\_

City \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Letter of Permission.

Required if location is on private property belonging to someone other than the organizer:

Yes  No

### Tent Company Information.

Tent Company Name: \_\_\_\_\_

Tent Company Address: \_\_\_\_\_

City \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tent Size: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

**Community Development Division - Building Department**

185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 • 519-426-5870 Ext. 6016



# FIRE SAFETY PLAN FORM TENTS

## Event Organizers information.

Event Organizer/Vendor Name: \_\_\_\_\_

Organizers Address: \_\_\_\_\_

City \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Fire Safety Overview.

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

Fire Alarm:  System or  Fire Watch

Name of Tent Fire Warden: \_\_\_\_\_

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

## Responsibilities:

- Keep means of exit clear,
- Enforce no-smoking policy,
- Hourly fire inspection tours and log,
- Proper use of combustibles,
- Direct responding fire personnel to the location of the emergency,
- Sound alarm, call 911 and extinguish fire if safe to do so,
- Attach a sketch of Tent Fire Safety Site Plan if required.

## Collection of Personal Information:

Personal information submitted in this form is collected under the authority with the [Municipal Freedom of Information and Privacy Act](#), or for the purpose stated on the specific form being submitted. The information will be used by the Building and Fire Department administration for its intended submitted purpose.

Questions about the collection of personal information through this form may be directed to: Norfolk County's Chief Building Official, 185 Robinson Street, Simcoe, ON N3Y 5L6, 519-426-5870 ext. 2218, Information and Privacy Coordinator, 50 Colborne Street South, Simcoe ON N3Y 4H3, 519-426-5870 ext. 1261, or The contact names of the form being submitted.