



# OAK BAY FIRE DEPARTMENT

## *General Outline of Site Plan Requirements for Special Events/Film Circus Permits*

### **ALL PERMITS ARE TO PROVIDE A DETAILED SITE PLAN OUTLINING THE FOLLOWING:**

- Specific map location of each type and number of vehicles as well as spacing distances between vehicles/trailers/tents. ie. minimum spacing of 3 m (refer to minimum spacing diagram for specific details & example of approved site map - attached)
- Identified fire department access (marked access lane, minimum 4 m)
- Details on volume and type and location of combustible fuels and/or compressed gas stored on vehicles (example, Tidy Tank – 400L diesel/gasoline)
- 24-hour emergency contact information for person(s) in charge of the permit site (must be available to attend site upon request)
- Film Circus sites are subject to an inspection by the Fire Department

***\*Note: Circus Site inspections that find the location of vehicles not following the approved site plan map will not be accepted until corrected. The site is limited to circus equipment only (ie. no early film location vehicle storage without a separate site plan & inspection).***

### **Stationary Food Vendors / Mobile Food Trucks / Merchants Requirements (if provided)**

- Food trucks/commercial kitchens must meet NFPA 96 requirements and have a valid decal certifying the valid operation for the current year
- All commercial cooking units that create grease-laden vapors (deep fryers, burners, grills, etc.) inside trailer or trucks shall have automatic suppression systems meeting ANSI/UL300 or ULC/ORD-C 1254.6 and a ventilation system conforming to NFPA 96, as per BCFC 2.6.1.9
- All fire extinguisher and automatic fire suppression systems must have valid service records
- Clear and unobstructed egress from interior
- Temporary tents and attached awnings used for food preparation, including attached fabrics, shall have flame resistance conforming to CAN/ULC S109, as identified by a factory label
- No storage of combustible liquids (portable gas cans) are permitted inside of an operational food truck

## **Fuel Safety for Stationary Food Vendors / Mobile Food Trucks / Merchants**

### **SOLID FUELS**

- Solid Fuels should not be stored within 1 m of any cooking appliance or above any heat producing appliance or vent
- Solid fuel should not be stored near any combustible/flammable liquids, ignition sources, chemicals, food supplies, food supplies or packaged goods
- Fire Debris (solid fuel waste) should be placed in a closed metal container located at least 1 m from any cooking appliance
- Solid fuel should not be stored within the path of ash removal or near moved ashes

### **PROPANE**

- Separation is to be maintained between propane cylinders and ignition sources as per BC Gas Safety Regulation
- Propane cylinders and tanks shall be secured to a permanent surface to prevent tipping, not be stored in an exit or access to an exit, and located away from cooking and heat devices as per BC Gas Safety Regulation
- No unattached or spare propane tanks are permitted in cooking area, in public access areas, or in areas where there is an operational generator
- Ensure that the main shutoff valve on all propane cylinders are readily accessible
- Inspect propane systems prior to each use and perform leak testing on all connections
- Document leak testing and make documents available for review by the authorized official
- Close propane supply valves and propane container valves when equipment is not in use

### **GENERATOR, REFUELING & FUEL STORAGE**

- Ensure that exhaust from engine-driven source of power is at least 3 m in all directions from openings and air intakes, 3 m from all means of egress, directed away from all buildings and directed away from all other cooking vehicles and operations
- No storage of combustible liquids (portable gas/fuel containers) are permitted inside of an operational food truck
- Ensure that refueling is only done during non-operational hours and that engine-driven sources of power are shut down and cool to the touch prior to refueling from a portable container
- Portable gasoline containers are to be certified, maintained in good repair and stock fittings shall remain intact
- Generators may require a noise cover or acceptable non-combustible housing depending on location and be in good repair. Combustible items may not be placed on generators in contact with hot surfaces (i.e. tarps).
- Ensure that engine-driven sources of power are separated from the public by barriers such as physical guards, fencing, or enclosures

### **Tents & Canopies**

- All tents and awnings containing heat sources must be fire treated and labeled to meet NFPA 701 or NFPA 705 (regardless of clearances)
- All heating equipment used within the tent must be listed for that use
- No gas heating sources are permitted in walled tents (greater than 50% enclosed)
- The use of propane inside tents or canopies is prohibited
- Maintain at least a 3 m distance around the tent that is free of combustible material

### **Cords, Cables & Hoses**

- All cords, cables, and hoses shall be ramped for protection
- Temporary electrical power, generators, and any connections must be of the proper gauge, properly rated (e.g., CSA, CAN/ULC), protected from weather and vehicle traffic, properly grounded, restricted from public access, and utilized as per manufacturers specifications

### **Fire Department Access Through Event/Film Circus Site**

- Required emergency vehicle access shall be maintained at a minimum of 4 m at all times

### **Pyrotechnics**

- Any on-site pyrotechnics must be disclosed, including volume/quantity, and must be stored in an approved secure storage location that meets manufacturer requirements and is adequately placarded

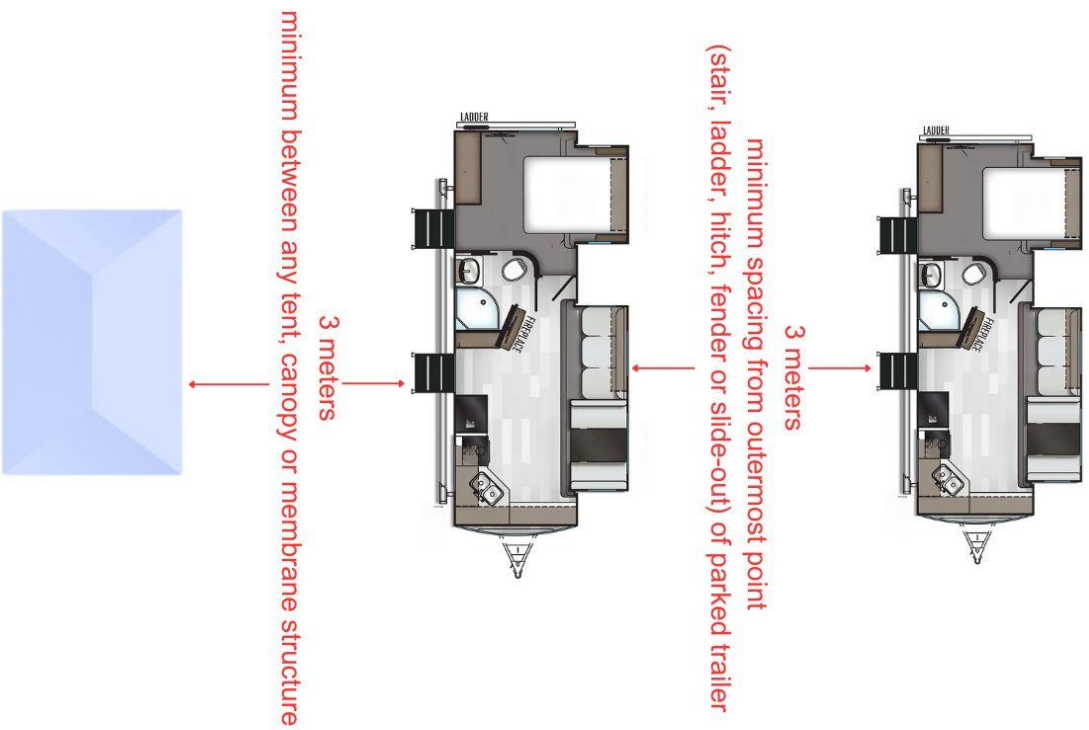
### **On-Site Security**

- 24-hour security must be on site at all times

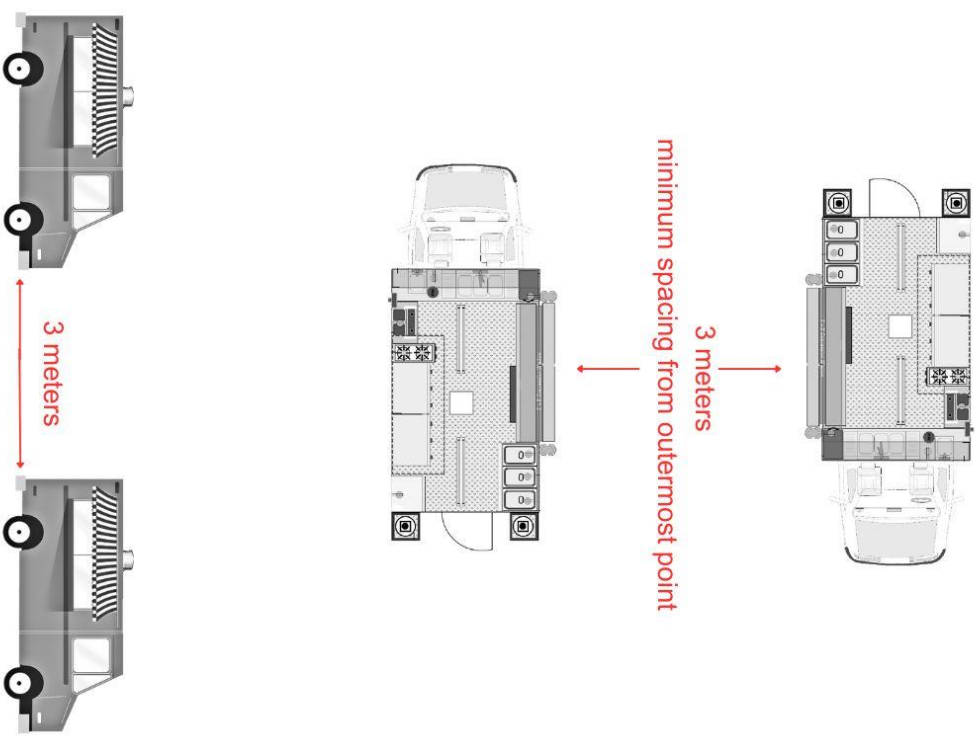
### **On-Site dumpster**

- If there is a dumpster on site it shall be metal with a lockable lid, this dumpster will be emptied when full and locked when not in use

# MINIMUM SPACING TENTS & TRAILERS



# MINIMUM SPACING FOOD TRUCKS





# EXAMPLE OF APPROVED SITE PLAN

