



# GRAVENHURST FIRE DEPARTMENT

190-1 Harvie Street, Gravenhurst, ON, P1P1S9

Ph:705-687-3414 Fax: 705:687-5725

fire@gravenhurst.ca



## SERVICE REQUEST APPLICATION

*This service request application is to be completed for fire department related services made pursuant to the Town of Gravenhurst "Fees and Services By-law", number 2019-68 (please refer to the actual by-law for details).*

### PART I

#### Service Requested:

- A - Fire Extinguisher Training** (fee = \$30.00 for groups of up to 25 persons)
- B - Fire Protection Special Event Stand-by** (fee - \$485.00 per hour per apparatus)
- C - Fire Inspection/Permit Approvals/Document Review** - includes requests to inspect premises for real estate transactions; licensing requirements (including day care and AGCO licensing issues); refreshment vehicles and chip wagon licensing; and for the review of commercial firework permits or documents relating to regulated propane facilities (i.e. - RSMP's) and AGCO "Operational Plans" (fee = \$120.00 per hour, \$60.00 minimum deposit required. Final invoice will include inspection time and time required to prepare reports/orders etc. billed in ½ hour increments) **NOTE: All requests for inspection services in Section C require that Part II and Part III of this form be completed. Failure to complete or provide this information may result in a delay in processing this request for service.**

Location/Address of Inspection/Event:

Applicant Contact Information (name / address including postal code / telephone / email):

Owner Contact Information (name / address including postal code / telephone / email):

Note: if the applicant is not the owner of the property, written authorization must be provided for the requested activity. SEE PART III.

Date of Application:

Signature of Applicant:

### PART II (to be completed if an inspection is requested OR attach documents to be reviewed)

The building owner, as defined by the Ontario Fire Code, is responsible for maintaining their building in compliance with the requirements of the Ontario Fire Code. It is the expectation of the Gravenhurst Fire Department, that the owner(s) will have been proactive in conducting property maintenance. In the event that deficiencies are found, the owner(s) shall ensure that they are corrected.

#### General Description

Building Use - Major Occupancy Type ( i.e.- residential, retail, commercial, office, mixed use )	# of Floors	# of Units
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**Life Safety Systems** (Please attach copies of all records pertaining to the property)

System	Present in Building	Date of Last Service	Notes for the Owner(s)
<b>Fire Alarm</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Fire alarms must be inspected and tested annually by a qualified person. <b>Please attach the inspection report.</b>
<b>Smoke Alarms</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Smoke alarms must be inspected and tested by the owner or a qualified person at least annually. <b>Please attach your records or an inspection report.</b>
<b>Sprinklers</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Sprinkler systems must be inspected and tested annually by a qualified person. <b>Please attach the inspection report.</b>
<b>Emergency Lighting</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Emergency lighting must be inspected annually by a qualified person and monthly for function. <b>Please attach the annual inspection report.</b>
<b>Fire Extinguishers</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Extinguishers must be inspected annually by a qualified person and monthly by the owner. <b>Please attach the annual inspection report.</b>
<b>Fire Separations</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Fire separations, such as drywall, must be free of damage or perforations. The owner is responsible for ensuring all separations are in good repair.
<b>Fire Doors</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Fire doors must be checked at least monthly to ensure proper function.
<b>Fire Safety Plan</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Section 2.8 of the Ontario Fire Code requires certain buildings to have Fire Safety Plans, and they must be updated annually. <b>Please provide a printed copy of the approved plan.</b>

As the owner of the building, I am certifying **to the best of my knowledge** that all the life safety systems present in my building are in good repair and have been maintained in accordance with the Ontario Fire Code.

**Signature of Property Owner:**

**Print Name:**

**Date:**

**PART III (Authorization to Inspect / Release Information)**

**TO BE COMPLETED IF THE APPLICANT IS NOT THE OWNER.**

As the owner/agent of the building that is the subject of this application, I am requesting a fire safety inspection be conducted by the Gravenhurst Fire Department.

Signature of Property Owner:

Print Name:

Date:

As the owner of the building, I authorize the inspection order and/or report to be released to the following individuals:

Name:

Contact Information:

Name:

Contact Information:

**Fire Department Use Only**

Roll Number:

File Number: