



OFFICE OF THE FIRE MARSHAL

OCCUPANCY LOAD APPLICATION PROCEDURE

FOR ASSEMBLY OCCUPANCIES AND SPECIAL OCCASION EVENTS

DEFINITIONS

“assembly occupancy” means the occupancy or the use of a building, or part thereof, by gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink;

“complex event” a complex event is an event that requires additional time and effort by the OFM to confirm fire safety requirements (i.e. large public events, temporary structures, high hazard locations, etc.).

“cumulative exit width” means the combined total exit width of all exits in the room or floor area in question;

“layout plan” means a drawing of the floor area and seating layout for the proposed event (see. APPENDIX A. for details and sample layout plans);

“net floor area” for the purposes of determining occupancy load, means the floor area in a room excluding ancillary areas, structural elements and partitions, and any large fixtures that are deemed not easily moveable;

“occupant load” means the number of persons for which a building or part thereof is designed;

“occupancy load certificate” occupancy load certificates are issued by the Office of the Fire Marshal (OFM) and indicate the maximum number of people who may be in a given space (i.e. licensed premises) at the same time;

“site specific requirements” codes and standards address the majority of safety related items, however when public events are held in locations where additional risk is involved, additional requirements may be applied by the OFM in order to ensure that the event is safe for attendance by the public;

“special occasion permit” special occasion permits are issued through the Liquor Licensing Board (LLB) and authorize the permit holder to sell, possess, transport, consume and use liquor at a function.



SUBMISSION REQUIREMENTS

Applicants requiring an ***occupancy load certificate*** can apply directly to the Assistant Fire Marshal (AFM) in your region:

REGION	OFFICE PHONE	FAX
North Slave	867-767-9167 ext. 21133	867-873-0622
Beaufort Delta	867-678-8045 ext. 21654	867-777-7352
Deh Cho	867-695-7230	867-695-2029
Sahtu	867-587-7115	867-587-2044
South Slave	867-872-6535	867-872-6526

The following application procedure (**see APPENDIX A**) outlines the submission requirements when requesting an *occupancy load certificate* for a *special occasion permit* through the NWT liquor Licensing Board (LLB). **Please note: your regional AFM is available to provide guidance with completing this information.**

Upon receipt and acceptance of all required information, the Office of the Fire Marshal (OFM) may arrange for a site inspection to verify any *site specific requirements* based on the codes and standards and/or location of an event.

Once the above items have been satisfied, the OFM will issue an *occupancy load certificate* indicating the maximum number of persons for the space identified in the applicant's *layout plan*. The certificate must be displayed in a prominent location during the event.

APPLICATION DEADLINES

Occupancy load applications must be submitted a **minimum of 10 business days** in advance of the proposed event to allow adequate time for processing. Applications for a **complex event** must be submitted a **minimum of 45 days** in advance (see definition on page 1). **Please note: the OFM can not guarantee the issuance of an occupant load certificate until such time as:**

- i) the required documentation has been received from the applicant;
- ii) the *occupant load* has been determined; and
- iii) all fire safety requirements have been confirmed.



Appendices:

A. **APPLICATION PROCEDURE (APPENDIX A)**

Procedure outlining the submission requirements when requesting an *occupancy load certificate* for a *special occasion permit* through the NWT liquor Licensing Board (LLB).

B. **APPLICATION FORM (APPENDIX B)**

This form along with all supporting documentation (i.e. *layout plan*, building inspection/testing records) must be completed in full and submitted to the OFM prior to the application deadline.



APPENDIX A

APPLICATION PROCEDURE

Applicants requesting an *occupancy load certificate* must provide the following documents to their regional AFM by the applicable deadline (see submission deadlines on page 2):

1. **A Completed Application Form** (see APPENDIX B)
2. **A Layout Plan** (see sample layout plans on pages 5 and 6):
Please note : a previously submitted drawing may be used so long as the layout remains the same.

Submission shall include:

- a drawing of the floor area in question;
- seating layout;
- large structural elements and fixtures (not easily moveable);
- egress aisles (see aisle and spacing requirements below);
- emergency exits;
- location of the building's fire safety systems.

INCLUDE DIMENSIONS of the floor area and other large structural elements and fixtures such as pillars, tables, stages, furnishing or equipment (in square meters), and required emergency exits (in millimeters).

Aisle and Spacing Requirements

For assembly occupancies with non-fixed seats:

- minimum 400mm spacing between rows of seats
- minimum 1100mm clear aisle width leading to emergency exits
- not more than 7 seats between every seat and the nearest aisle

For assembly occupancies with non-fixed seats and tables arranged in rows:

- minimum 1400mm spacing between tables (where seating on both sides)
- minimum 1000mm spacing between tables (where seating on one side only)

For assembly occupancies with non-fixed seats in outdoor events:

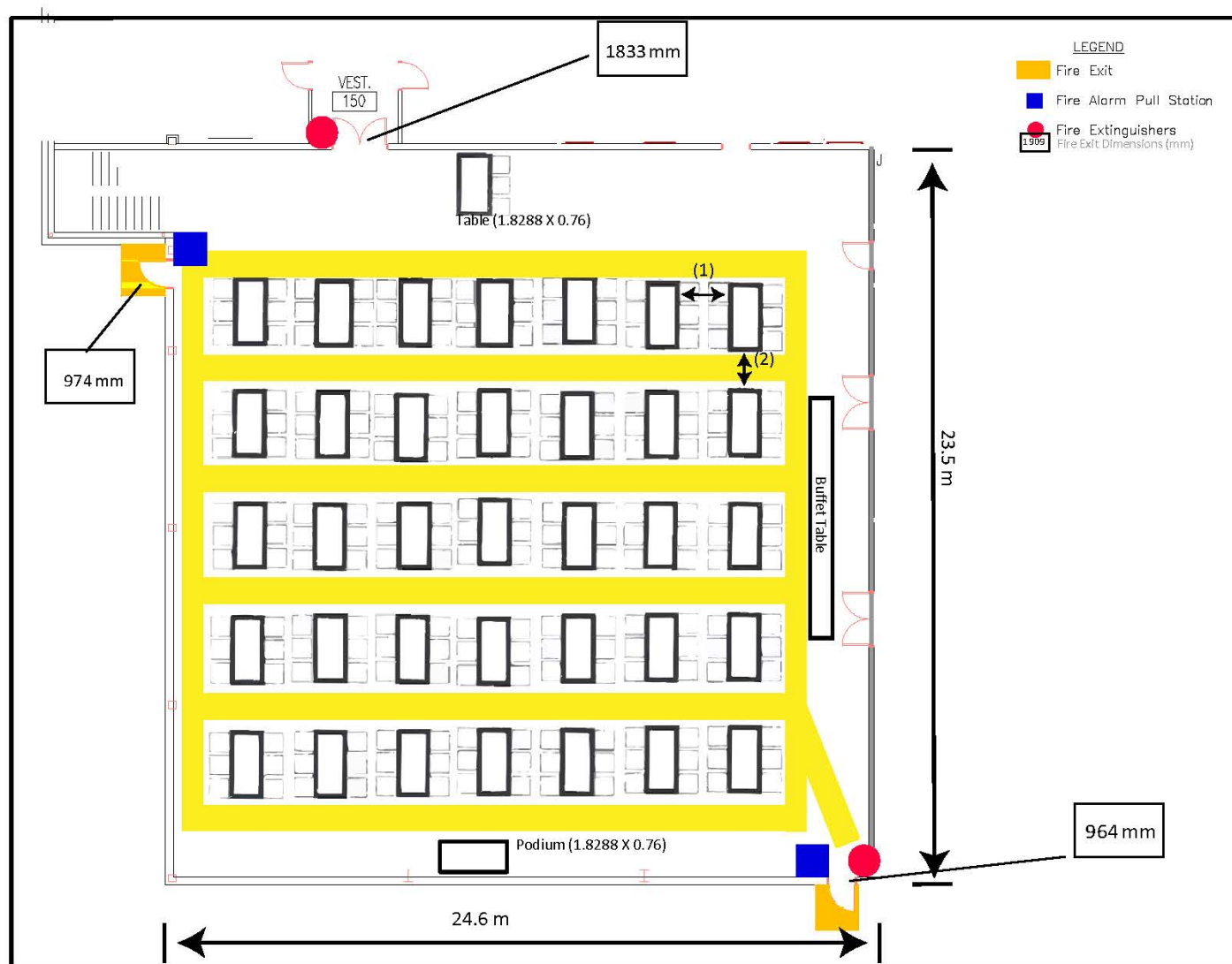
- minimum 1200mm clear aisle width leading to emergency exits
- not more than 20 seats between every seat and the nearest aisle

3. **Current Inspection/Testing Records – Building Life Safety Systems:**

Applicant shall contact the Premise Owner to confirm that they have provided the OFM with current inspection/testing records for the building's fire safety systems as required on an annual basis. **THIS INCLUDES (where applicable): Fire Alarm System, Sprinkler System, Portable Fire Extinguishers, Emergency Lighting & Exit Signs, Kitchen Fire Suppression System, etc.**

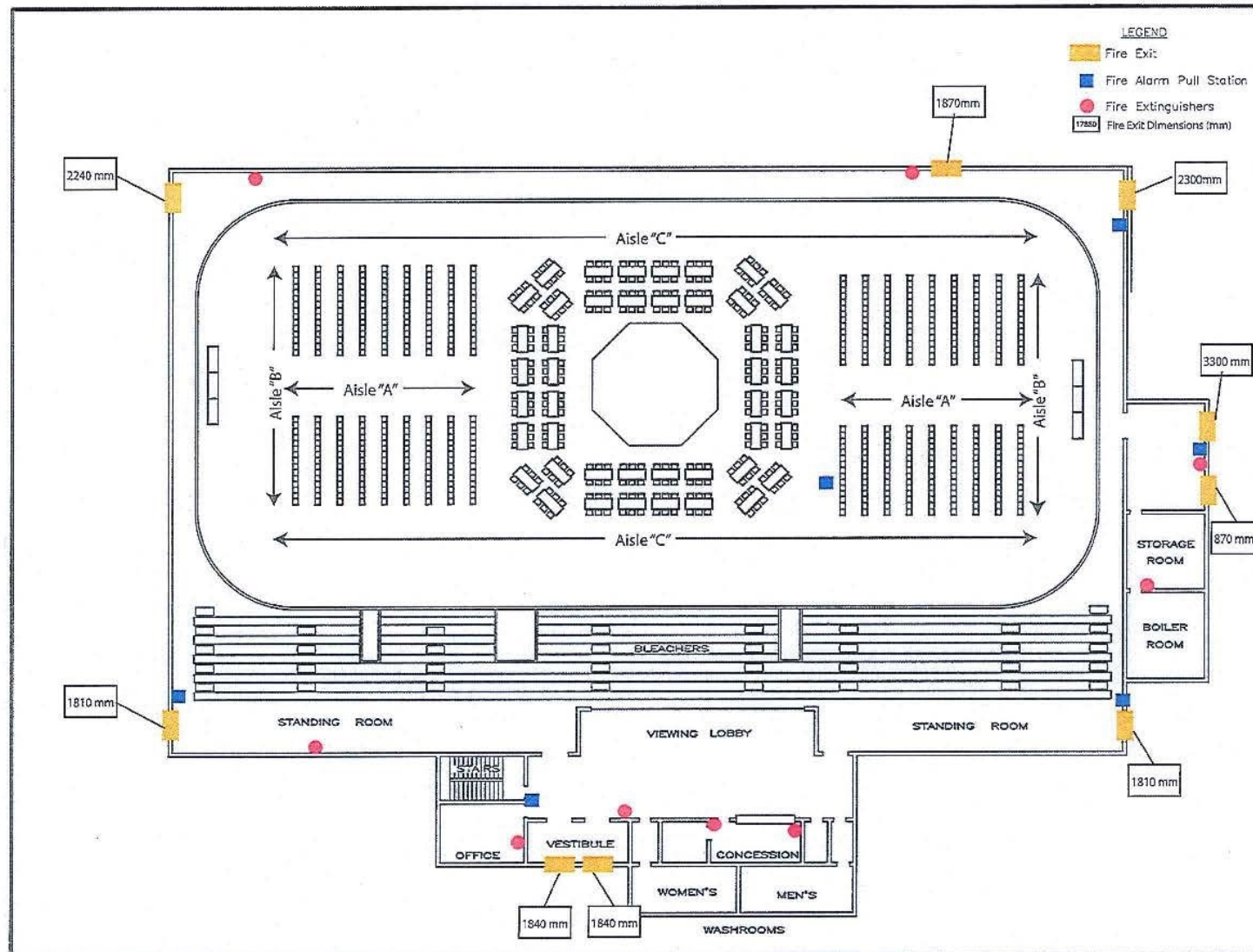


(Sample Layout Plan #1 - Gymnasium)





(Sample Layout Plan #2 - Arena)





APPENDIX B

APPLICATION FORM

Building Name:

Business Name:

Building Address:

Occupancy Type (arena, gym, restaurant, office, etc.):

Event Date:

Number of People Expected:

Has a **layout plan** been included with this application as required? **Yes** **No**

Have you confirmed if the building owner/manager has provided current inspection/testing records for the **building's fire safety systems** to the OFM? **Yes** **No**

Section 1:

<u>APPLICANT</u>	<u>BUILDING OWNER/MANAGER</u>
Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:

Has this event been previously approved by the OFM: **Yes** **No**

(If Yes, contact your regional AFM - Section 2 may not be required)

Section 2:

<u>Room/Area #1</u>	<u>Room/Area #2</u>
Floor Area	Floor Area
Gross Floor Area : m2	Gross Floor Area : m2
Net Floor Area : m2 (gross floor area - large fixtures)	Net Floor Area : m2 (gross floor area - large fixtures)
Exit Capacity	Exit Capacity
# of Exits:	# of Exits:
Exit Width: mm	Exit Width: mm
Cumulative Exit Width: mm (if more than one exit)	Cumulative Exit Width: mm (if more than one exit)

I hereby certify that the figures entered above represent a true and accurate calculation of the premises in question.

Applicant Signature:

Date: