



SWIFT CURRENT FIRE DEPARTMENT

~ Serving Swift Current Since 1910 ~

Occupant Load Application

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 to confirm life safety requirements (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.

“Floor layout plan” means a drawing of the floor area and seating layout for the proposed event (see Appendix A for sample).

“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.

“Occupant load certificate” occupant load certificates are issued by the Swift Current Fire Department (SCFD) and indicate the maximum number of people who may be in a given space 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 SCFD in order to ensure that the event is safe for attendance by the public.

“Special occasion permit” special occasion permits are issued through the Saskatchewan Liquor and Gaming Authority (SLGA) and authorize the permit holder to sell, possess, and consume liquor at a function.



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SUBMISSION REQUIREMENTS

Applicants requiring an **occupant load certificate** can apply directly to the Swift Current Fire Department:

Swift Current Fire Department
236 Chaplin Street E
Swift Current, SK
S9H 5B2

Office: 306-778-2760
Fax: 306-778-9191
Fire@swiftcurrent.ca

Upon receipt and acceptance of all required information, the Swift Current Fire Department 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, SCFD will issue an *occupant 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

Occupant 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 30 days** in advance (see definition on page 1). **Please note: the SCFD 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.



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APPENDIX A

APPLICATION PROCEDURE

Applicants requesting an *occupant load certificate* must provide the following documents to SCFD by the applicable deadline (see application deadlines on page 2):

1. **A Completed Application Form (see APPENDIX B)**
2. **A Floor Layout Plan (see sample layout plan on pages 5). 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:

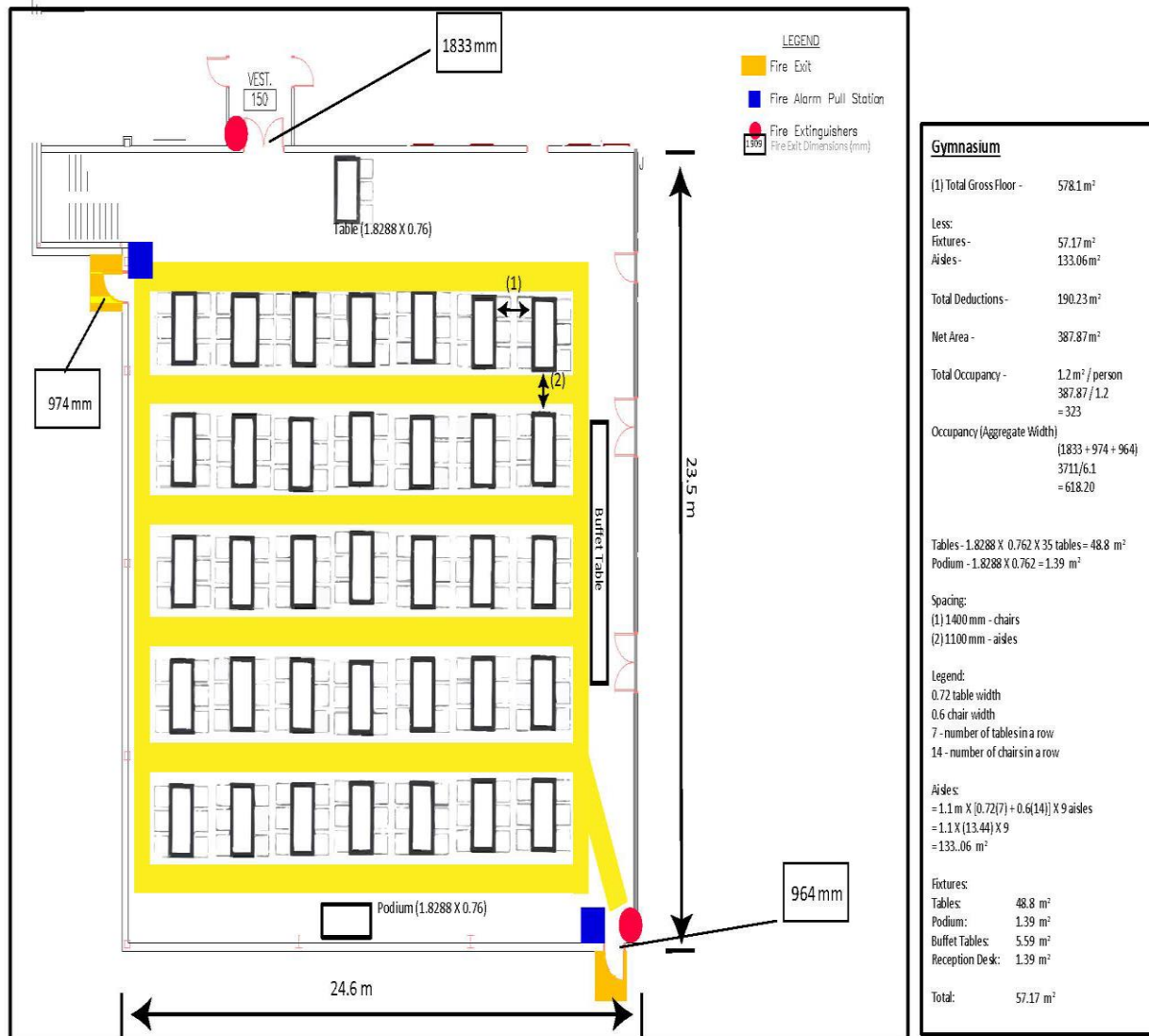
- minimum 1200mm clear aisle width leading to emergency exits
- not more than 20 seats between every seat and the nearest aisle



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(Sample Floor Layout Plan – Gymnasium)





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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

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 SCFD?

Yes

No

(If yes, contact the Swift Current Fire Department - Section 2 may not be required)



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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	Net Floor Area: m2
(Gross floor area – large fixtures)	(Gross floor area – large fixtures)
Exit Capacity	Exit Capacity
# of Exits:	# of Exits:
Exit Width(s):	Exit Width(s):
Cumulative Exit Width:	Cumulative Exit Width:
(If more than one exit)	(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:



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THERE IS NO HONOUR IN EXTINGUISHING A FIRE THAT COULD HAVE BEEN PREVENTED.