

A fire route designation is required under City of Toronto Municipal Code Chapter 880 for any property owner seeking to designate a private road as a fire route. This designation prohibits parking along the route and ensures unobstructed access for emergency vehicles. Completed forms, with required accompanying information / attachments, may be submitted by mail to the appropriate Command Office, or by email to TFSinspections@toronto.ca.

North Command	East Command	South Command	West Command
North York Civic Centre 5100 Yonge Street Toronto, ON M2N 5V7 Tel: 416-338-9150	Scarborough Civic Centre 150 Borough Drive, 4th Fl. Toronto, ON M1P 4N7 Tel: 416-338-9250	City Hall Gr Fl, W., 100 Queen St. West Toronto, ON M5H 2N2 Tel: 416-338-9350	Etobicoke Civic Centre 399 The West Mall Toronto, ON M9C 2Y2 Tel: 416-338-9450

PROPERTY INFORMATION

Property Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)

APPLICANT INFORMATION

☐ Business Owner

☐ Business Agent*

☐ Residential Owner

Note: If you represent an organization/business, please provide your business contact information.

Applicant Name (First, Last)	Email
Organization/Business Name (if applicable)	Telephone Number
Mailing Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)	
Applicant Signature	Date (yyyy-mm-dd)

* Agent shall enclose a copy of the written authorization from the owner of the above premises with this form.

REASON FOR FIRE ROUTE DESIGNATION

☐ Request by Owner

☐ Required by Ontario Building Code, Permit Number _____

☐ Required by Toronto Fire Services (Copy of Notice of Violation attached)

REQUIRED ATTACHMENTS / INFORMATION CHECKLIST

☒ Two (2) copies of a **Site Plan** of the private road to the building the clearly showing:

- The location of every building and structure on the site;
- The location of all pedestrian walks, parking areas, parking aisles, and driveways on the site;
- The location, number and proximity to the building of all fire hydrants and Fire Department connections on the site;
- The location and design of the proposed fire route; and
- Proof of compliance with the requirements in the Building Code as required in [Chapter 880, Fire Routes](#), Section 880-3A(2).

☒ Proof of ownership of the private road and building

☒ A fee of **\$623.86 (includes HST)** payable to the **Treasurer, City of Toronto** as per [Appendix B – Schedule 1, Fire Services, of Chapter 441, Fees and Charges](#) (April 1, 2025). Exemption of fee applies if there is an active building permit. Payment can be made by credit card or cheque.

☒ Copy of Toronto Fire Services Notice of Violation, if applicable.

Fire Route Designation

The Fire Chief may obtain the assistance of any other official of the City, including the local Councillor, as the Fire Chief considers advisable. The Fire Chief may call a public meeting to seek input on the details of the proposed fire route if they so require, prior to final approval.

Once processed, the signed application will be returned to the Applicant and a site inspection may be scheduled if required.

OFFICE USE ONLY	
☐ All documents submitted and reviewed	
Comments	
Approved By (District Chief Signature)	Date (yyyy-mm-dd)

Toronto Fire Services collects personal information on this form under the legal authority of the City of Toronto Act, 2006, section 259; the Toronto Municipal Code, Chapter 441, Fees and Charges, Appendix B - Schedule 1, Fire Services; and Chapter 442, Fees and Charges, Administration of, section 442-2. The information is used to: a) process the request for service, b) contact individuals concerning the request for service (including billing of fees charged for services, and collection efforts of unpaid amounts), c) contact individuals concerning services to be provided (including scheduling site visits or inspections), and d) delivery of certificates, permits, or other documentation related to the services. Questions about this collection can be directed to the Division Chief, Policy, Project and Public Information, Fire Services, 4330 Dufferin Street, 3rd Floor, Toronto, Ontario, M3H 5R9 or by telephone at 416-338-9550.

As stated by the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2) information collected on this form is considered business identity information. Business identity information could be publicly available and/or disclosed upon request unless an exception applies. Credit card/payment information will not be disclosed.