Order to Close

Made under section 21(2) of the Fire Protection and Prevention Act, 1997

[Fire Department Name]

[Fire Department Street Address]

[Municipality, Province]

[Postal Code]

Phone: [Phone Number]

Email: [Email]

Fire Department Logo

**This Order is issued to**: [Name of Legal Owner(s) or Occupant(s)]

On [DATE (long format: January 1, 2020)], I, [Inspector Name], an Inspector under section 19(1) of the Fire Protection and Prevention Act, 1997 inspected the following property [indicate 'owned' or 'occupied' or 'owned and occupied'] by you:

**Property Location:** [Street Address]

[Municipality / City / Town / etc.]

**Property Description:**

[Describe the property or part of the property to be closed. Some general examples are shown below:

- 2 storey house with basement.

- Restaurant located on the main floor of the 5 storey commercial building.

- Spray painting operation located in building A of the industrial complex.

- Third storey of the 3 storey residential building being operated as a   
 boarding, lodging and rooming house.]

Based on this inspection and reasons set out on the following pages:

It is ordered that the property or part of the property described above be closed and unauthorized persons prevented from entering until the corrective actions set out in the accompanying Inspection Order Number [provide Inspection Order Number] are completed. This Order to Close is made under section 21(2)(a) of the Fire Protection and Prevention Act, 1997.

The closure of the property must be initiated immediately and completed by: **[DATE (long format: January 1, 2019) – consider including a specified time (e.g.: by 19:00 hrs)]**

Other information, including information about the right to request a review of this Order by any person who considers themselves aggrieved by this Order, is also provided

Signed, This Order is approved by the Fire Marshal.

[Inspector Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Inspector Title (eg: Fire Prevention Officer)] Fire Marshal Delegate

Inspector under section 19(1) of the Fire Protection and Prevention Act, 1997

**A copy of this Order must be posted on the lands or premises. DO NOT REMOVE.**

Under section 29 of the Fire Protection and Prevention Act, 1997, a person who removes this posting is guilty of an offence and, on conviction, is subject to a fine and/or imprisonment.

Reasons for Order:

The conditions described in the accompanying Inspection Order Number [provide Inspection Order Number] constitute an immediate fire hazard and/or pose a serious life safety risk to occupants of this property in the event of a fire.

The closure of this property is necessary to prevent persons from entering until conditions have been corrected.

## Compliance with Order:

The owner and/or occupant named on page 1 of this Order is responsible for compliance with this Order by initiating and completing the closure of the property.

Under section 30 of the Fire Protection and Prevention Act, 1997, a person who fails to comply with an Order is guilty of an offence and, on conviction, is subject to a fine of up to $20,000 for each day during which the non-compliance continues. A conviction or payment of the fine does not relieve the person from complying with the Order.

Compliance with this Order does not relieve the owner and/or occupant from compliance with other Fire Code requirements not referenced in this Order or with other applicable law such as the Building Code Act, 1992 or the Planning Act.

## Additional Information

An inspection of the property was carried out and an Inspection Order setting out corrective action was issued under section 21(1) of the Fire Protection and Prevention Act, 1997.

The corrective action in the Inspection Order will address the fire hazards and/or risks identified and when completed, persons will be permitted to re-enter the property.

Service Information:

Served by: [Name of person serving the Order] Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Order is served to each owner and/or occupant named on page 1 of this Order.

|  |
| --- |
| **Service to Owner and/or Occupant Named in Order:**  [Name] Date: [ ]  Owner  Occupant  Manner of service:   Personal  Regular letter mail  Email  Fax  Other [ ] |
| **Service to Owner and/or Occupant Named in Order:**  [Name] Date: [ ]  Owner  Occupant  Manner of service:   Personal  Regular letter mail  Email  Fax  Other [ ] |

A copy of this Order is also served to other owners and/or occupants that are not named on page 1 of this Order. Only those named on page 1 are responsible for compliance with this Order.

|  |
| --- |
| **Service to Other Owner:**  Name: [Name] Date: [ ]  Manner of service:   Personal  Regular letter mail  Email  Fax  Other [ ] |
| **Service to Other Occupant:**  Name: [Name] Date: [ ]  Manner of service:   Posted at multi-unit building  Personal  Regular letter mail  Email  Fax  Other [ ] |

Additional Persons Served:

A copy of this Order may be served to additional persons.

|  |
| --- |
| **Service to:**  [Name] Date: [ ]  Director/Officer of Corporation  Other [ ]  Manner of service:   Personal  Regular letter mail  Email  Fax  Other [ ] |
| **Service to:**  [Name] Date: [ ]  Director/Officer of Corporation  Other [ ]  Manner of service:   Personal  Regular letter mail  Email  Fax  Other [ ] |
| **Service to:**  [Name] Date: [ ]  Director/Officer of Corporation  Other [ ]  Manner of service:   Personal  Regular letter mail  Email  Fax  Other [ ] |
| **Service to:**  [Name] Date: [ ]  Director/Officer of Corporation  Other [ ]  Manner of service:   Personal  Regular letter mail  Email  Fax  Other [ ] |
| **Service to:**  [Name] Date: [ ]  Director/Officer of Corporation  Other [ ]  Manner of service:   Personal  Regular letter mail  Email  Fax  Other [ ] |
| **Service to:**  [Name] Date: [ ]  Director/Officer of Corporation  Other [ ]  Manner of service:   Personal  Regular letter mail  Email  Fax  Other [ ] |

Right to Request a Review of This Order:

Any person who is aggrieved by this Order may make a request to the Fire Marshal for a review of the Order. For more information, see Part VI of the Fire Protection and Prevention Act, 1997.

## Important Information:

* A request to the Fire Marshal for a review of this Order must be made in writing and received by the Fire Marshal within **15 calendar days** after the Order is served.
* If you miss this deadline or if you need more time to make this request, you may apply to the Fire Marshal for an extension. Your application for an extension must be received by the Fire Marshal within **30 calendar days** after the Order is served. You must provide reasons why you need more time to request a review of this Order.
* You are not required to comply with this Order while it is under review by the Fire Marshal until a decision is issued, however, there may be exceptions where necessary for public safety.
* Following a review of this Order, the Fire Marshal may confirm, amend or rescind the Order, or may make a new Order. The Fire Marshal may also refuse to consider your request and refer the matter directly to the Fire Safety Commission. The Fire Marshal is not required to hold a hearing when conducting a review.

## Instructions:

* A request to the Fire Marshal for a review of an Order, or an application to extend the time for requesting a review, may be made online at:   
  [www.ontario.ca/firemarshal](http://www.ontario.ca/firemarshal)
  + Select ‘Orders / Fire Marshal Reviews’.
  + Complete the online application form and upload a copy of the Order as an attachment.
* Alternatively, these requests may be made by either email, fax, or mail at:

Email: [OFMEMReviews@ontario.ca](mailto:OFMEMReviews@ontario.ca)

Fax: 416-628-3739

Mail: Fire Marshal – REVIEWS

Office of the Fire Marshal and Emergency Management

25 Morton Shulman Avenue, 2nd Floor, Toronto, ON M3M 0B1

* Contact the Office of the Fire Marshal and Emergency Management at 647-329-1100 to obtain a copy of the “Application for a Fire Marshal Review of an Order” form.
* Complete and submit the form together with a full copy of the Order.