



# PROPANE USE NOTIFICATION FORM

4899 Uplands Drive, Ottawa, ON K1V 2N7  
613-822-8800 | coherecentre.ca

**REGULATORY BASIS:** Ontario Fire Code (O. Reg. 213/07) | O. Reg. 211/01 — Propane Storage & Handling | CSA B149.1 & B149.2 | TSSA | Ottawa Fire Services (AHJ)

**⚠ This form must be submitted to Cohere Centre Event Services a minimum of 15 business days prior to the first day of move-in. Propane use is NOT permitted without prior written approval. Non-compliance may result in immediate shutdown and removal from the facility.**

## 1. EVENT & ORGANIZER INFORMATION

Event / Show Name:

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Organizer / Company:

Event Number:

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Move-In Date(s):

Show Date(s):

Move-Out Date:

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Booth / Exhibit Number:

Hall / Room / Zone:

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On-Site Safety Contact (Name):

Cell Phone:

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Company / Organization Address:

Postal Code:

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## 2. PURPOSE / TYPE OF PROPANE USE (select all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Food Service / Cooking Appliance  | <input type="checkbox"/> Patio / Space Heater               |
| <input type="checkbox"/> Food Warming Equipment            | <input type="checkbox"/> Special Effects / Flame Effect     |
| <input type="checkbox"/> Tabletop Burner / Portable Burner | <input type="checkbox"/> Propane-Powered Vehicle / Forklift |
| <input type="checkbox"/> Demonstration / Product Display   | <input type="checkbox"/> Other (describe below)             |

Other / Additional Description:

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### 3. EQUIPMENT & CYLINDER DETAILS

Appliance / Equipment Description	Make & Model	CSA/ULC Approved? (Y/N)	Input Rating (BTU/hr)	Cylinder Size (lbs)

Cylinder Details:

**Total number of cylinders on-site at any time:** \_\_\_\_\_
 **Maximum individual cylinder size (lbs):** \_\_\_\_\_
 **Cylinder manufacturer / TC-DOT spec:** \_\_\_\_\_

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**Last cylinder inspection / retest date:** \_\_\_\_\_
 **Propane supplier / delivery company:** \_\_\_\_\_

**i** CSA B149.2 / O. Reg. 211/01: Refillable cylinders ≤ 20 lbs (9 kg) are the maximum generally permitted indoors. Non-refillable single-trip cylinders (max 16.8 oz / TC-DOT Spec 39 or 2P) are permitted for portable indoor food-service carts. Cylinders > 20 lbs require a TSSA/AHJ variance. Empty cylinders must be removed from the building at the end of each operating day.

### 4. INSTALLATION LOCATION & SETUP

**Precise location of propane use (hall, aisle, booth, distance from exits):**

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**Hall / Room:** \_\_\_\_\_
 **Booth Number:** \_\_\_\_\_

Clearances — confirm all that apply (CSA B149.1 / Ontario Fire Code):

- Appliance is a minimum of 300 mm (12") from combustible materials, or as per the rated clearance on the manufacturer's label — whichever is greater
- Cylinder relief valve is ≥ 1 m (3 ft) horizontally from any building opening below it (door, window, air intake)
- Cylinder relief valve is ≥ 3 m (10 ft) from any source of ignition and from any air-moving equipment intake
- Equipment does not block any aisle, exit, exit access, fire hose cabinet, or fire extinguisher location
- Equipment is ≥ 1 m (3 ft) from all combustible display materials, drapes, banners, and decorations
- All cylinders are secured upright in an approved bracket or holder — not free-standing

## 5. VENTILATION & CARBON MONOXIDE (CO) SAFETY

Indoor propane appliances must be properly vented per CSA B149.1. Carbon monoxide (CO) is a colourless, odourless toxic gas produced by incomplete combustion.

- Appliance is CSA-approved for indoor use — OR — a TSSA variance/deviation (see Appendix J) has been obtained and is available for inspection
- Appliance venting is installed in strict accordance with the manufacturer's certified instructions and CSA B149.1
- Adequate natural or mechanical ventilation is confirmed for the operating space; unvented appliances are not used in enclosed areas
- A calibrated CO detector meeting CSA 6.19 or UL 2034 is positioned within 3 m of the appliance during all periods of operation
- The CO detector has been tested and calibrated within the past 12 months — documentation available upon request by Ottawa Fire Services

## 6. FIRE SAFETY REQUIREMENTS

- A minimum 2.5 kg (5.5 lb) ABC dry-chemical fire extinguisher with a current annual inspection tag is immediately accessible at the propane use location at all times
- A designated fire watch attendant is present and actively monitoring all propane appliances at all times during operation
- A Hot Work Permit from Cohere Centre has been obtained if the use involves welding, cutting, grinding, or any open-flame work beyond standard food-service cooking
- All appliances and connections have been leak-tested prior to use using a soapy water solution or listed leak detector — open flame must NOT be used for leak checks
- The emergency shut-off procedure is posted visibly at the booth/station and the on-site safety contact is trained and capable of executing it immediately
- No propane appliances or cylinders are positioned near sprinkler heads, fire alarm pull stations, or fire hose cabinets
- No propane appliances or cylinders are used or stored in enclosed rooms, tunnels, below-grade areas, or pits without prior TSSA/AHJ written approval

## 7. CYLINDER STORAGE & HANDLING

- All cylinders are stored upright and secured to prevent tipping at all times, whether full, in use, or empty
- Cylinder valves are capped or plugged whenever the cylinder is not connected for active use
- Spare / reserve cylinders are stored in a ventilated, locked cage or cabinet at the designated propane storage area — not inside the exhibit booth
- The designated propane storage location has been confirmed in advance with Cohere Centre Operations
- Empty cylinders are removed from the building at the end of each operating day
- Cylinders are not exposed to temperatures exceeding 50°C (125°F) at any time
- Cylinders are transported only via service corridors and service elevators — not through public or exhibit hall areas during show hours

- If a service elevator is unavailable, the person transports the cylinder alone in the passenger elevator with no other occupants (TSSA / City of Ottawa requirement)

## 8. TSSA LICENSING & OPERATOR CREDENTIALS

Applicable TSSA-registered contractors and certified operators are required for installation and operation of propane systems in Ontario (O. Reg. 211/01 / O. Reg. 212/01).

Role	Name / Company	TSSA Certificate / Licence No.
Propane Contractor (if applicable)		
On-Site Operator / Certified Technician		
Propane Supplier / Delivery Company		

- A TSSA variance/deviation application has been submitted (attach copy) if any appliance does not fully comply with CSA B149.1 for indoor use
- All propane deliveries to the venue will be coordinated through Cohere Centre Operations — no unattended or after-hours deliveries

## 9. SPECIAL EFFECTS & FLAME EFFECTS (Complete if Applicable)

**⚠ Propane-fuelled flame effects, simulated fire, and pyrotechnics require a separate Special Effects / Pyrotechnics Permit from Ottawa Fire Services in addition to this form. Contact Cohere Centre Event Services immediately if this applies to your event.**

- This use does NOT involve flame effects or pyrotechnics — skip to Section 10
- An Ottawa Fire Services Special Effects / Pyrotechnics Permit has been obtained — attach copy to this form
- A TSSA-licensed pyrotechnician has been designated for all flame-effect operations
- The flame-effect system complies with CSA B149.2 section 7.3.2.5 (simulated fireplace) and the TSSA Gaseous Fuels Code Adoption Document

## 10. EMERGENCY PROCEDURES — ACKNOWLEDGMENT

In the event of a propane leak, unusual odour, or fire:

1. Immediately shut off the appliance and close the cylinder valve.
2. Do not use electrical switches, open flames, or create any ignition source.
3. Evacuate the area and activate the nearest fire alarm pull station.
4. Call 9-1-1. Notify Cohere Centre Operations immediately — dial 0 from any house phone or call 613-822-8800.
5. Do not re-enter the area until cleared by Ottawa Fire Services.

## 11. DECLARATION & SIGNATURE

By signing below, the authorized representative confirms that:

- All information provided in this form is accurate and complete;
- All applicable requirements of the Ontario Fire Code, O. Reg. 211/01, CSA B149.1, CSA B149.2, and Ottawa Fire Services directives will be complied with at all times;
- The organization accepts full responsibility for the safe installation, operation, and removal of all propane equipment and cylinders;
- Cohere Centre staff and Ottawa Fire Services inspectors are permitted to inspect the propane setup at any time during move-in, show, and move-out;
- Non-compliance may result in immediate shutdown of the propane system and/or removal from the facility at the organizer's cost, without recourse against Cohere Centre or its management.

**Authorized Representative (Print Name):**

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**Signature:**

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**Title / Position:**

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**Date:**

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## 12. FOR OFFICE USE ONLY — COHERE CENTRE EVENT SERVICES

**Received by:**

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**Decision:**

Approved    Conditionally Approved    Denied

**Date Received:**

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**Conditions / Notes:**

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Referred to Ottawa Fire Services:  Yes    No

**Approved by (Cohere Centre Event Services):**

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**Approval Date:**

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Submit completed form to: Event Services, Cohere Centre | [es@coherecentre.ca](mailto:es@coherecentre.ca) | 613-822-8800

*This form does not replace or substitute for permits required by Ottawa Fire Services or TSSA. Cohere Centre reserves the right to revoke approval at any time.*

Form CC-OPS-PROPANE-001 | Rev. May 2026 | 4899 Uplands Drive, Ottawa, ON K1V 2N7