



A demolition permit is required prior to the demolition of any building or structure in the City of Dawson Creek. To apply for a demolition permit you will need to submit a building permit application. Under the application there is a check box for demolition. For public and worker safety we ask that the building owner do their due diligence and have building materials tested for asbestos prior to demolition. Any questions regarding the process can be directed to Work Safe BC at 250 785 1283. A site profile speaking to previous industrial and commercial uses will also need to be filled out and handed in. You will need to ensure that a BC one call is made and that all overhead and underground services are shut off i.e hydro, gas, water, phone, etc. if the demolition is a commercial or industrial building (single family and duplexes excluded) a fire safety plan must be submitted as well (see attached) .

As per part 8 of BC building code, a 6 a strongly constructed fence, boarding or barricade not less than 1.8 m 6' high shall be erected between the site and the public way or open sides of a construction site. Barricades shall have a reasonably smooth surface facing the public way and shall be without openings, except those required for access. Access openings through barricades shall be equipped with gates that shall be kept closed and locked when the site is unattended and maintained in place until completion of the construction or demolition activity.

The site must be kept clean and any material be disposed of right away.

Water and sewer is to be capped off 1' behind the curb stop and inspected by building inspector or engineering department prior to backfill.

Open excavations need to be backfilled with clean fill to compaction.

Building Permit Application

Property Information

| | | |
|---------------------------------|--------------------|-----|
| Civic Address | | PID |
| Legal Description | | |
| Property Area (m ²) | Zoning Designation | |

Project Information

| | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Single Family Dwelling/Duplex | <input type="checkbox"/> | Tri-plex or Greater/Apartment | <input type="checkbox"/> | Detached Garage |
| <input type="checkbox"/> | Shed | <input type="checkbox"/> | Deck | <input type="checkbox"/> | Manufactured Home |
| <input type="checkbox"/> | Tenant Improvements (Commercial/Industrial) | <input type="checkbox"/> | New construction (Commercial/Industrial) | <input type="checkbox"/> | SFD Renovation/Addition |
| <input type="checkbox"/> | Wood Stove | <input type="checkbox"/> | Demolition | <input type="checkbox"/> | Weeping Tile |
| Estimated Value | | | Area of Project (m ²) | | |
| Occupancy Classification | | | Does this Building Fall Under Part 3 or Part 9 of BC Building Code? | | |
| Occupancy Classifications: Group A: Assembly Group B: Care, Treatment, and Detention Group C: Residential Group D: Office & Personal Services Group E: Mercantile Group F: F-1 High Hazard Industrial F-2 Medium Hazard Industrial F-3 Low Hazard Industrial | | | Part 3 Buildings Consist of: <ul style="list-style-type: none"> • Group A • Group B • Group F-1 • Buildings exceeding 600m² in building area | | Part 9 Building Consist of: <ul style="list-style-type: none"> • Group C • Group D • Group E • Group F-2 • Group F-3 • Buildings under 600m² in building area |

Property Owner Information

| | |
|---------|-----------------|
| Name | Company |
| Address | City & Province |
| Email | Postal Code |
| Phone | Fax |

Contractor Information

| | | | |
|---------|-----|-------------------------|--|
| Name | | Company | |
| Address | | City & Province | |
| Email | | Postal Code | |
| Phone | Fax | Business Licence Number | |

Agent / Tenant Information

| | |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Is an agent submitting the application on behalf of the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If Yes, the Owner Authorization form needs to be completed and submitted. | |
| Will there be commercial tenants? <input type="checkbox"/> Yes <input type="checkbox"/> No | Tenant Company Name |
| Contact Person | Business Licence Number |
| Address | City & Province |
| Email | Postal Code |
| Phone | Fax |

1. I acknowledge that if I am granted a building permit pursuant to this application that I am responsible for compliance with the current edition of the British Columbia Building Code, this bylaw and any other applicable enactment, code, regulation or standard relating to the work in respect of which the permit is issued, whether or not the said work is undertaken by me or by those whom I may retain or employ to provide design and/or construction services.
2. I acknowledge that neither the issuance of a permit under this bylaw, the acceptance nor review of plans, specifications, drawings or supporting documents, nor inspections made by or on behalf of the City constitute a representation, warranty, assurance or statement that the current edition of the British Columbia Building Code, the City of Dawson Creek's Building Bylaw, Subdivision and Development Servicing Bylaw, and Sign Bylaw or any other applicable enactment, code, regulation or standard has been complied with.
3. Where the City requires that Letters of Assurance be provided by a Registered Professional pursuant to Section 11 of the City of Dawson Creek Building Bylaw and Section 55 of the Community Charter I confirm that I have been advised in writing by the City that it relied exclusively on the Letter of Assurance of "Professional Design and Commitment for Field Review" prepared by in reviewing the plans, drawings, specifications and supporting documents submitted with this application for a building permit.
4. I confirm that I have relied only on the said Registered Professional for the adequacy of plans, drawings, specifications and supporting documents submitted with this application.
5. I understand that I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a building permit by the City pursuant to this application and in respect of the execution of this acknowledgement.

I hereby agree to indemnify and keep harmless the City of Dawson Creek against all claims, liabilities, judgements, costs and expenses which may, in any way, occur against the said City in consequence of and incidental to, the granting of this permit, if issued. I further agree to conform to all requirements of the Building Bylaw and all other statutes and bylaws in force in the City of Dawson Creek.

Name (Please Print)

Signature

Date

Arrange for inspections by phone or email

Phone: 250-784-3618

Email: buildinginspection@dawsoncreek.ca

**HAVE YOU CONTACTED
THE UTILITY COMPANIES
BEFORE BEGINNING
CONSTRUCTION?**

TELUS

PGEngineering@telus.com

Additional information at www.telus.com/bics

Building Industry Consulting Services (BICS)

250.565.3138

BC HYDRO

1.877.520.1355

escwr@bchydro.com

PNG

1.800.667.2297

BC ONE CALL

1.800.474.6886



DAWSON CREEK FIRE DEPARTMENT

Construction / Demolition Fire Safety Plan Bulletin

This bulletin is provided to assist owners, contractors, and workers on the requirements of a Construction Fire Safety Plan (CSFP). This document is intended to provide a brief overview of existing information that has previously been developed. Each site and project will have specific site issues that will need to be addressed in the CFSP.

All demolition and construction sites require a Construction Fire Safety Plan in conformance with Sections 2.8 and 5.6 of the BC Fire Code. The CSFP shall be submitted to the City of Dawson Creek as part of the building or demolition permit package (as a PDF document) for:

- Building permits for all commercial, industrial, institutional, and/or multi-family residential use of 5 or more dwelling units
- All demolition permits

Construction Fire Safety Plans will be forwarded to the Fire Prevention Division at the Dawson Creek Fire Department for review prior to the commencement of construction or demolition operations. The plan must be reviewed and updated as construction or demolition progresses.

A template is available on the City of Dawson Creek website, but may not be suitable for all construction or demolition sites. Since projects vary in size and complexity, it is unreasonable to expect that a single template can serve to develop a CFSP for all projects. A project specific CFSP will address items such as phases of construction or phased occupancies.

The leading causes of fire in buildings under construction or demolition are:

- Incendiary / suspicious events
- Smoking on site
- Open flames / embers
- Heating equipment

While minimizing the fire hazards at a construction site, the CFSP must also take into account the impact a fire would have on the neighboring building(s).

It is the owner's responsibility to develop a Construction Fire Safety Plan that meets the requirements of the BC Building and Fire Codes and the referenced standards and publications listed within this bulletin. It may be beneficial for owners or contractors to obtain the services of a Fire Safety Planning specialist to assist in ensuring an adequate plan is developed for their site. In order to reduce hazards and the spread of fire, the following minimum requirements need to be reviewed and incorporated in your construction fire safety plan.

Fire Safety Plan Minimum Requirements

Section 5.6, Division B of the BC Fire Code requires that for any building or parts of buildings undergoing construction, renovation, or demolition operation, a fire safety plan be prepared for the site prior to any work commencing. Part 8, Division B of the BC Building Code provides requirements for safety measures at construction and demolition sites. The fire safety plan shall be prepared by the owner or owner's authorized agent in cooperation with the Dawson Creek Fire Department and shall be reviewed after any significant changes to the project. The minimum requirements for a fire safety plan shall include the following (BC Fire Code Division B Articles 5.6.1.3. and 2.8.2.1.):

- 1) The designation and organization of site personnel to carry out fire safety duties.
- 2) The emergency procedures to be followed in the event of a fire, including:
 - a. sounding the alarm,
 - b. notifying the Fire Department,
 - c. instructing site personnel on the procedures to be followed when the alarm sounds,
 - d. firefighting procedures
- 3) Measures for controlling fire hazards in and around the building.
- 4) A maintenance procedure for firefighting facilities.
- 5) Documents, including diagrams, showing the type, location and operation of the building fire emergency systems.
- 6) List of all emergency response numbers and list of names, addresses, and telephone numbers of persons to be contacted during and after normal operating hours in the event of an emergency.

Summary of Part 8, Division B, BC Building Code - Safety Measures at Construction and Demolition Sites

Part 8, Division B of the BC Building Code provides details for protection of the public and adjacent properties. Prescriptive requirements related to construction sites are addressed in the following Subsections:

- 8.2.1. Fencing and Barricades
- 8.2.2. Excavation
- 8.2.3. Use of Streets or Public Property
- 8.2.4. Direction of Vehicular Traffic
- 8.2.5. Waste Material

Fire Safety Training

The assignment of a WorkSafe BC qualified coordinator as required by the WorkSafe General Conditions Occupational Health & Safety (OHS) regulation should be complete prior to construction. The qualified coordinator should also address construction fire safety concerns and maintain a site copy of the accepted CFSP. Workers should be kept up to date with emergency procedures as per WorkSafe General Conditions OHS Part 4:

4.16 Training

- 1) All workers must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.
- 2) Workers assigned to firefighting duties in their workplace must be given adequate training, by a qualified instructor, in fire suppression methods, fire prevention, emergency procedures, organization and chain of command, firefighting crew safety and communications applicable to their workplace.
- 3) Retraining for firefighting duties must be provided periodically, but not less than once a year.
- 4) A worker not covered by Part 31 (Firefighting), who is assigned to firefighting duties, must be physically capable of performing the assigned duties safely and effectively before being permitted to do them.

Enforcement

Enforcement of construction fire safety falls under numerous jurisdictions. Therefore, violations may result in enforcement from a number of different regulatory bodies or authorities, including insurance providers. Enforcement for violations may include:

- Issuance of order by the Dawson Creek Fire Department under the Fire Code,
- Issuance of a Stop Work Order or removal of Building Permit by the Building Division,
- Removal of Business License,
- Action by WorkSafe BC

Features for Coordination

1. Passive Protection:

- 1.1 Provision at each floor level of an unobstructed stair discharging to grade level.
- 1.2 Coordination during construction of fire compartments and fire walls.
- 1.3 Management of fuel fired equipment.
- 1.4 Management of temporary heating equipment. All temporary heating equipment shall be listed and used in accordance with manufacturer's instructions.
- 1.5 Management of roofing operations involving heat sources and hot processes. These operations must be conducted by a qualified agency.
- 1.6 Maintaining a high standard of housekeeping on site.
- 1.7 Providing and maintaining fire department access to site complying with BC Building Code Division B Subsection 3.2.5 (BC Fire Code Division B, Article 5.6.1.4.).
- 1.8 Providing a 1 hour fire separation between occupied areas and areas under construction/demolition (BC Fire Code Division B, Article 5.6.1.12.).

2. Fire Protection:

- 2.1 Activated (charged) standpipe installed progressively with building construction.
- 2.2 Activated (charged) sprinkler system upon installation of ceiling membrane. Where practical, the system should be activated when construction is not taking place but may be turned off during operating hours.

- 2.3 Onsite fire protection stations that may include portable fire extinguishers possibly supplemented by garden hose for ease of use by all personnel.
 - 2.4 Early installation of fire pumps where required for fire protection water supply.
 - 2.5 Coordination such that the municipal water supply is available onsite when grade level construction begins.
 - 2.6 "Watch" during demolition or construction with partially occupied buildings (BC Fire Code Article 5.6.1.14.).
 - 2.7 Fire alert warning system (Article 5.6.1.17.).
 - 2.8 Temporary heating equipment to comply with Division B Article 5.6.1.8. of the BC Fire Code.
 - 2.9 Fire watch during hot works operations and for a period not less than 60 minutes after, and a final watch 4 hours after completion (BC Fire Code Division B Articles 5.2.3.1. and 5.3.3.3.).
3. Additional Items:
- 3.1 Install doors in firewalls, close the doors during non-operating hours, and put doors on fusible links during construction.
 - 3.2 Provide temporary water flow alarms on sprinklers.
 - 3.3 Timing of issuance of sprinkler permit (sprinkler drawings must be reviewed by consultants and accepted by the City of Dawson Creek prior to the issuance of a permit and commencement of installation of sprinklers).
 - 3.4 Exposure protection sprinkler systems.

Conclusion

The protection of a construction site from fire is paramount to the owners, contractors, the community and the Dawson Creek Fire Department. The implementation of this bulletin can assist in reducing the inherent risks associated with construction sites.

The CFSP should take into account any potential hazards that may be present during the building's construction period. The CFSP should have the potential to be developed into the final Fire Safety Plan for the building and the occupants of the building upon completion.

It is the owner's responsibility to ensure the Construction Fire Safety Plan is developed for each project. When important components of the approved Construction Fire Safety Plan need to be altered, the owner or owner's authorized agent must consult with the Dawson Creek Fire Department.

Please review the information within this bulletin as well as the attached checklist when developing a fire safety plan.

Questions regarding Construction Fire Safety Plans can be directly addressed to the Dawson Creek Fire Prevention Office at 250-782-9898.



Dawson Creek Fire Department
Construction / Demolition Fire Safety Plan Review

| PROPERTY INFO | |
|----------------|---------------|
| BUILDING NAME: | SUBMITTED BY: |
| ADDRESS: | |
| REVIEWED BY: | DATE: |

| Description | Reviewed | Comments | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----|
| A. GENERAL REQUIREMENTS | | | |
| 1. Name and contact of fire safety director | | | |
| 2. Name and contact of owner, all consultants, and contractors | | | |
| 3. Contact numbers for nearest hospital | | | |
| 4. Contact numbers for emergency services | | | |
| 5. Emergency procedures in the event of a fire | | | |
| 6. Training of site personnel on evacuation procedures | | | |
| 7. Access for firefighters (BC Fire Code 5.6.1.4.) Clear access to hydrants, portable extinguishers, and fire department connections at all times | | | |
| 8. Portable fire extinguishers (BC Fire Code 5.6.1.5.) | | | |
| 9. Provision for egress (BC Fire Code 5.6.1.16.) At least one usable exit at all times | | | |
| 10. Control and removal of waste materials (BC Building Code 8.2.5.) | | | |
| 11. Water supply No delay in installation of fire protection | | | |
| 12. Completion of site fire safety meetings and fire drills (BC Fire Code 2.8.3.) | | | |
| 13. Prohibition of smoking in areas with potential for ignition (BC Fire Code 2.4.2.) | | | |

| Description | Reviewed | Comments | N/A |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----|
| B. EXCAVATION PHASE | | | |
| 1. Building services to be shut off (BC Fire Code 5.6.2.1.) Existing gas, electrical, water, steam, and other services shall be shut off, capped, and labeled | | | |
| 2. Building services to be maintained (BC Fire Code 5.6.1.2.) For services remaining during excavation | | | |

Dawson Creek Fire Department
Construction / Demolition Fire Safety Plan Review

| Description | Reviewed | Comments | N/A |
|-----------------------------------------------------------------------------------|----------|----------|-----|
| C. STRUCTURE TO GRADE | | | |
| 1. Scaffolding, shoring and forms Combustible forms shall not accumulate | | | |
| 2. Forming and stripping Fire extinguishers or charged hose lines are required | | | |

| Description | Reviewed | Comments | N/A |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----|
| D. SUPERSTRUCTURE | | | |
| 1. Standpipe system (BC Fire Code 5.6.1.6.) In conformance with BC Building Code 3.2.5., installed progressively | | | |
| 2. Fire warning system (BC Fire Code 5.6.1.17.) Automatic or manual | | | |
| 3. Exit stairs (BC Fire Code 5.6.1.16.) At least one stairway usable at all times | | | |
| 4. Sprinkler system Installed as soon as practical | | | |
| 5. Fire cutoffs Firewalls and exit stairs given construction priority Fire doors with required closures, closing devices, and hardware to be installed as soon as practical and kept closed or placed on fusible link | | | |

| Description | Reviewed | Comments | N/A |
|------------------------------------------------|----------|----------|-----|
| E. SITE SCHEMATIC | | | |
| 1. Existing and proposed buildings | | | |
| 2. Site office | | | |
| 3. First aid station and safety station | | | |
| 4. Location of fire extinguishers | | | |
| 5. Location of emergency air horn | | | |
| 6. Hazardous materials storage | | | |
| 7. Emergency vehicle routes in and out of site | | | |
| 8. Emergency exits from site | | | |
| 9. Location of fencing and barricades | | | |
| 10. Fire department connections and hydrants | | | |
| 11. Designated muster location | | | |
| 12. Parking for vehicles and delivery trucks | | | |

Dawson Creek Fire Department
Construction / Demolition Fire Safety Plan Review

ADDITIONAL REQUIREMENTS FOR RESIDENTIAL, BUSINESS, AND PERSONAL SERVICES OCCUPANCIES

| F. APPLICATION | | YES | NO |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 1. | The buildings or parts of buildings conform to one of: Articles 3.2.2.50. or 3.2.2.58. of Division B of the BC Building Code | | |
| 2. | The buildings or parts of buildings conform to one of: Articles 3.2.2.48EMTC. or 3.2.2.57EMTC. of Division B of the BC Building Code | | |

If "YES" to F1 and/or F2:

| Description | | Reviewed | Comments | N/A |
|-----------------------------------|--------------------------------|-----------------|-----------------|------------|
| G. ADDITIONAL REQUIREMENTS | | | | |
| 1. | Smoking restrictions | | | |
| 2. | Site identification | | | |
| 3. | Disposal of combustible refuse | | | |
| 4. | Water supply | | | |
| 5. | Hydrant access | | | |
| 6. | Construction access | | | |
| 7. | Site security | | | |
| 8. | Firefighter access to the roof | | | |

If "YES" to F2:

| Description | | Reviewed | Comments | N/A |
|-----------------------------------|--------------------------|-----------------|-----------------|------------|
| H. ADDITIONAL REQUIREMENTS | | | | |
| 1. | Standpipe Installation | | | |
| 2. | Protective encapsulation | | | |