

Tenant Improvements/Renovations Part 9 Buildings Checklist

Address: _____ Date: _____

Please note that only complete applications will be accepted. Please attach this checklist when submitting the application.

<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Is the property within a Development Permit Area? (check one)</p> <ul style="list-style-type: none"> • A Development Permit is required for some projects within Development Permit Areas • Please review the Development Permit Area Map to determine whether the property is within a Development Permit Area • If your project is within a Development Permit Area, please contact the City Planner at 250-784-3601 or planner@dawsoncreek.ca
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- ☐ **Building Permit Application**
Completed form including:
 - Property information
 - Contact information
 - Building area and estimated value of construction
 - Property size and zoning
 - Signed and dated by the owner or agent

- ☐ **Plumbing Permit Application**
Completed form attached (Plumbing permit required to issue service connection permit)

- ☐ **Owner Authorization Form (If Applicable)**
Required when an agent is submitting the application on behalf of the property owner. Must be completed and signed by the property owner.

- ☐ **Land Title**
If the land title is not supplied with the application, an additional charge of \$12.50 (\$11.37 + 10% Admin fee) will be added to the building permit fee for the City to acquire the title. Any additional charges for restrictive covenants (+ 10% admin fee) will be added to the building permit fee

- ☐ **Site Plan**
Two physical copies or one digital copy, drawn to scale showing:
 - Owners name and contact information
 - North arrow
 - The legal description and civic address of the parcel if it has been designated
 - The dimensions of the parcel taken from the registered plan of subdivision The location and dimensions of all statutory rights of way, easements and setback requirements
 - Dimensions from property lines, the location of the proposed building setbacks.
 - The location and dimensions of all existing buildings or structures on the parcel
 - The similarly dimensioned location of every adjacent existing building on the property
 - Existing and finished ground levels to an established datum at or adjacent to the site

- The location and dimensions of the proposed construction on the site showing the nearest measurement to each parcel boundary. (including decks and covered decks).
- Drainage plan designed to current City of Dawson Creek Development and Subdivision and Servicing Bylaw requirements
- The location and grade of driveway access
- Tree locations (minimum one required per property)
- Location of security fencing that meets Division B Part 8 of BC Building Code safety measures at constructions sites

Refer to Development and Subdivision and Servicing Bylaw
<https://www.dawsoncreek.ca/departments/corporate-administration/bylaws/>

For permitted uses and building setbacks refer to the zoning bylaw and zoning map
<https://www.dawsoncreek.ca/departments/corporate-administration/bylaws/>

☐ **Foundation Plan (if applicable)**

Two physical copies or one digital copy, drawn to scale showing sufficient information to show that the proposed work will conform to BC Building Code and whether or not it may affect adjacent property.

Foundation plan needs to include:

- Foundation drawings indicate the factored bearing pressures on the soil or rock
- Width and height of footings, footing pads for deck and roof columns. Rebar size and placement, keyway installation if applicable, and type and strength of concrete
- Type of foundation (conventional or ICF), width and height of wall including rebar size and placement, size of openings, concrete lintel dimensions, rebar reinforcement and type and strength of concrete
- Soil gas control measures (radon rough in)
- Rebar size and placement, concrete type and strength and thickness for concrete slab
- Waterproofing and weeping tile including sump pit location showing drainage from front of house to the curb

☐ **Floor Plan, Elevations, and Cross Sections**

Two physical copies or one digital copy, drawn to scale showing:

- the applicable edition of the Code
- the major occupancy classification and code classifications of the building
- The building area and building height
- The number of streets the building faces
- Fire protection components showing major components of fire protection including division of the building by firewalls, building area, degree of fire separation of storeys, shafts and special rooms or areas, including the location and rating of closures in fire separations, fire separations and fire-resistance ratings.
- The source of information for fire-resistance ratings of element of construction.
- Closures: fire-protection rating, temperature rise requirements, amount of glazing
- Hardware for closures: panic hardware, hold-open devices, electromagnetic locks
- Fire detection, suppression and alarm systems.
- Accessible entrances, work areas and washrooms showing compliance to 3.8 BC Building Code

- Accessible facilities particular to the occupancies showing compliance to 3.8 of BC Building Code
- Location of exits and travel distance.
- floor plans, showing the dimensions and use of all rooms and other areas, the location, size, and swing of doors, and location and size of windows
- cross sections of the building taken at sufficient locations to adequately illustrate all structural details and finishes, including a roof plan and roof height calculation
- Drawings and specifications for environmental separators and other assemblies exposed to the exterior. Showing building materials, components, and assemblies are designed to Division B part 5 of BC Building Code.
- Energy compliance path to which the building conforms Division B 10.23

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Energy Performance Compliance

Select either prescriptive based on part 10 of BC Building Code or
Performance based Energy Step Code (10.2.3 BC Building Code)

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Prescriptive Base Compliance

Drawings that include:

- Design to outdoor design temperatures listed in Div A 1.1.3.1 of BC Building Code
- Indoor design temperatures capable of maintaining an indoor air temperature of no less than 22°C in all living spaces, 18°C in unfinished basements, and 15°C in heated crawl spaces.
- The effective thermal resistance values and respective areas of all opaque building envelope assemblies, including all above-ground and below-ground roof/ceiling, wall, and floor assemblies
- The overall thermal transmittance (U-value), solar heat gain coefficient and respective areas of all window and door components
- The ratio of total vertical fenestration and door area to gross wall area

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Energy Step Code Compliance

Drawings that include:

- The effective thermal resistance values and respective areas of all opaque building envelope assemblies, including all above-ground and below-ground roof/ceiling, wall, and floor assemblies
- The overall thermal transmittance (U-value), solar heat gain coefficient and respective areas of all window and door components
- The ratio of total vertical fenestration and door area to gross wall area
- The performance rating, energy source, and types of all equipment required for space-heating and -cooling and service water heating
- Design basis for the ventilation rates
- Where a test is used to determine the airtightness of a house, the measured airtightness of the building envelope in air changes per hour
- Any additional features used in the energy model calculations that account for a significant difference in house energy performance

Energy Step Code Performance Compliance Calculation Report Shall Include:

- Project information section containing the name, description and address of project
- The name and version of the calculation tool
- The geographic region in which the proposed house is to be built

- The identifier for the climatic data set used for analysis
- A summary of the characteristics of the building envelope, HVAC system and service water heating system reflecting the information provided in Article 2.2.8.2 Div C of BC Building Code
- An energy performance data summary containing the annual energy consumption of all energy sources calculated for the proposed house and the house energy target of all energy sources calculated for the reference house
- Where a software program is used to determine compliance the name of the software program(s) and a list of any adaptations made by the user to the software relating to input or output values and a statement that the calculation was performed in compliance with BC Building Code Division B Subsections 9.36.5., 9.36.6.3.(3), 9.36.6.4.(2), or 9.36.6.4.(3)
- Where a building complies with Subsection 9.36.6. of Division B the energy performance data summary shall also contain the floor area of conditioned space used for the energy modelling calculations, the mechanical energy use intensity, the thermal energy demand intensity. Where applicable, the EnerGuide Rating % lower than EnerGuide Reference House for the building



HVAC (If prescriptive based energy performance path used)

Two physical copies or one digital copy, drawn to scale showing sufficient information to show that the proposed work will conform to BC Building Code. Heating and air-conditioning plan needs to include:

- Design to outdoor design temperatures listed in Div A 1.1.3.1 of BC Building Code
- Indoor design temperatures capable of maintaining an indoor air temperature of no less than 22°C in all living spaces, 18°C in unfinished basements, and 15°C in heated crawl spaces.
- Supporting documentation showing that the layout and installation of heating and air conditioning units meets BC Building Code including energy efficiency requirements listed in part 10
- Supporting documentation showing that the layout and installation of hydronic heating systems meets CSA B214 installation code for hydronic heating systems and BC Building Code

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

Plumbing Permit Application

Property Information

Civic Address		PID
Legal Description		
Intended Occupancy	Zoning Designation	

Project Information

	Water Closet	Urinal	Basin	Shower/ Bathtub	Kitchen Sink/ Dishwasher	Washer	Laundry Sink	Mop Sink	Hose Bib	Sprinkler Heads	Floor Drain
# of Fixtures											
Type of Vent											
Size of Vents											
Size of Waste											
Material											
Total number of fixtures					Size of water meter (Determined by Building Department)						
Size of building drain					Material of building drain						
<p>Under BC Plumbing Code Division C 2.2.2 the following information is required with a plumbing permit application to ensure that proposed construction meets BC Plumbing Code.</p> <ul style="list-style-type: none"> • Location and size of every building drain and every trap and cleanout fitting that is on a building drain • The size and location of every soil-or-waste-pipe, trap and vent pipe, and • A layout of the potable water distribution system, including pipe sizes and valves. 											

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 plumbing 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 plumbing 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

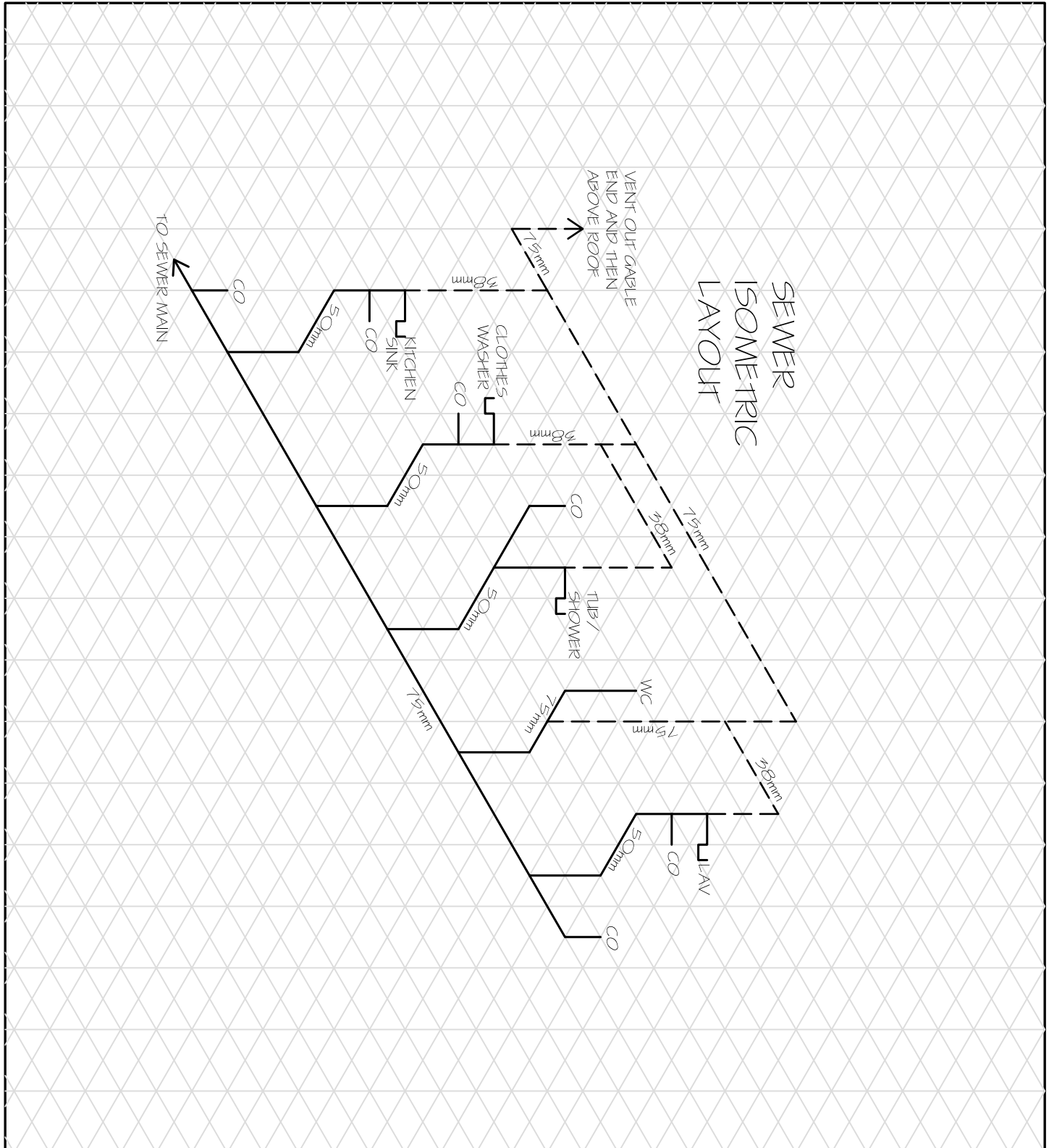
Email: buildinginspection@dawsoncreek.ca

ISOMETRIC PLAN EXAMPLE

Address: _____ Contact Name/Number: _____

Under BC Plumbing Code Division C2.2.2, the following information is required:

- Location and size of every building drain, trap, and cleanout fitting
- Location and size of every soil-or-waste-pipe, trap, and vent pipe
- A layout of the potable water distribution system, including pipe sizes and valves

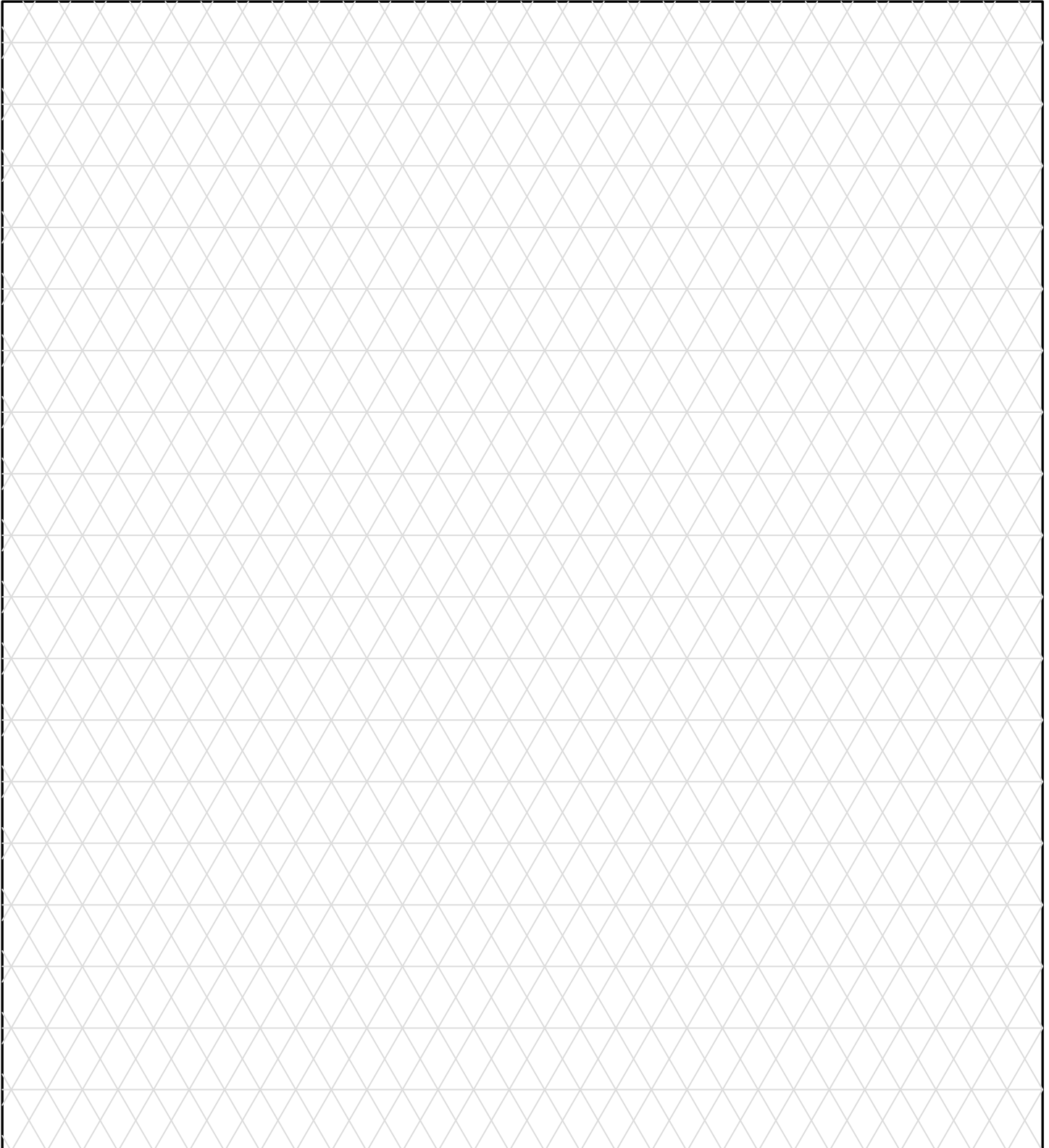


ISOMETRIC PLAN

Address: _____ Contact Name/Number: _____

Under BC Plumbing Code Division C2.2.2, the following information is required:

- Location and size of every building drain, trap, and cleanout fitting
- Location and size of every soil-or-waste-pipe, trap, and vent pipe
- A layout of the potable water distribution system, including pipe sizes and valves

A large rectangular area filled with a light gray isometric grid, intended for drawing the plumbing plan.



Owner Authorization Form

FILE NUMBER: _____ - _____

PROPERTY INFORMATION

Municipal Address(es): _____

Legal Description(s): _____

Project Description: _____

Registered Owner Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ E-mail Address: _____

Please be advised that I/we, the registered owner(s) of the above mentioned property(ies),
(select one)

- ☐ will apply for all applications related to the above mentioned project.
- ☐ authorize the following agent to apply for all applications related to the above mentioned project on my/our behalf

Agent Name		Agent Company	
Mailing Address			
City:	Province:	Postal Code:	
Telephone:	Cell:		
Email address:			

I/We agree to immediately notify the City of Dawson Creek, in writing, of any changes regarding this information.

Owner's Name(s) (printed): _____

Owner's Signature(s): _____ Date: _____



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			