

Commercial 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.

- ☐ 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
(Plumbing permit required. If altering, extending or changing any plumbing)

- ☐ TECA Ventilation Checklist (If Applicable)
Relevant TECA Ventilation Checklist completed

- ☐ 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

- ☐ Construction Fire Safety Plan
Fillable Form Completed with all required information (On [City of Dawson Creek Website](http://www.cityofdawsoncreek.ca))

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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/>

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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

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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

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)

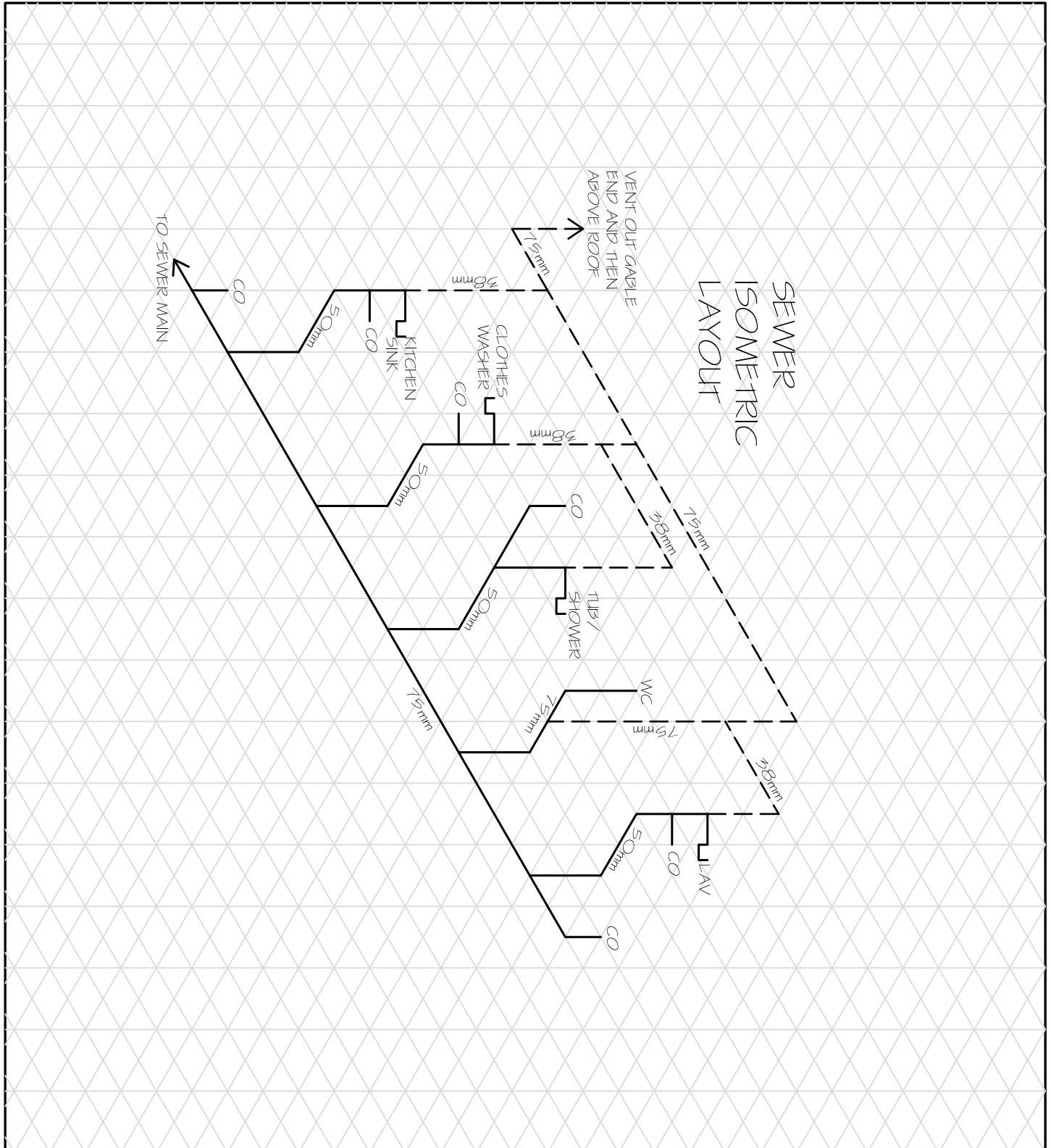
Signature

Date

Arrange for inspections by phone or email

Phone: 250-784-3618

Email: buildinginspection@dawsoncreek.ca

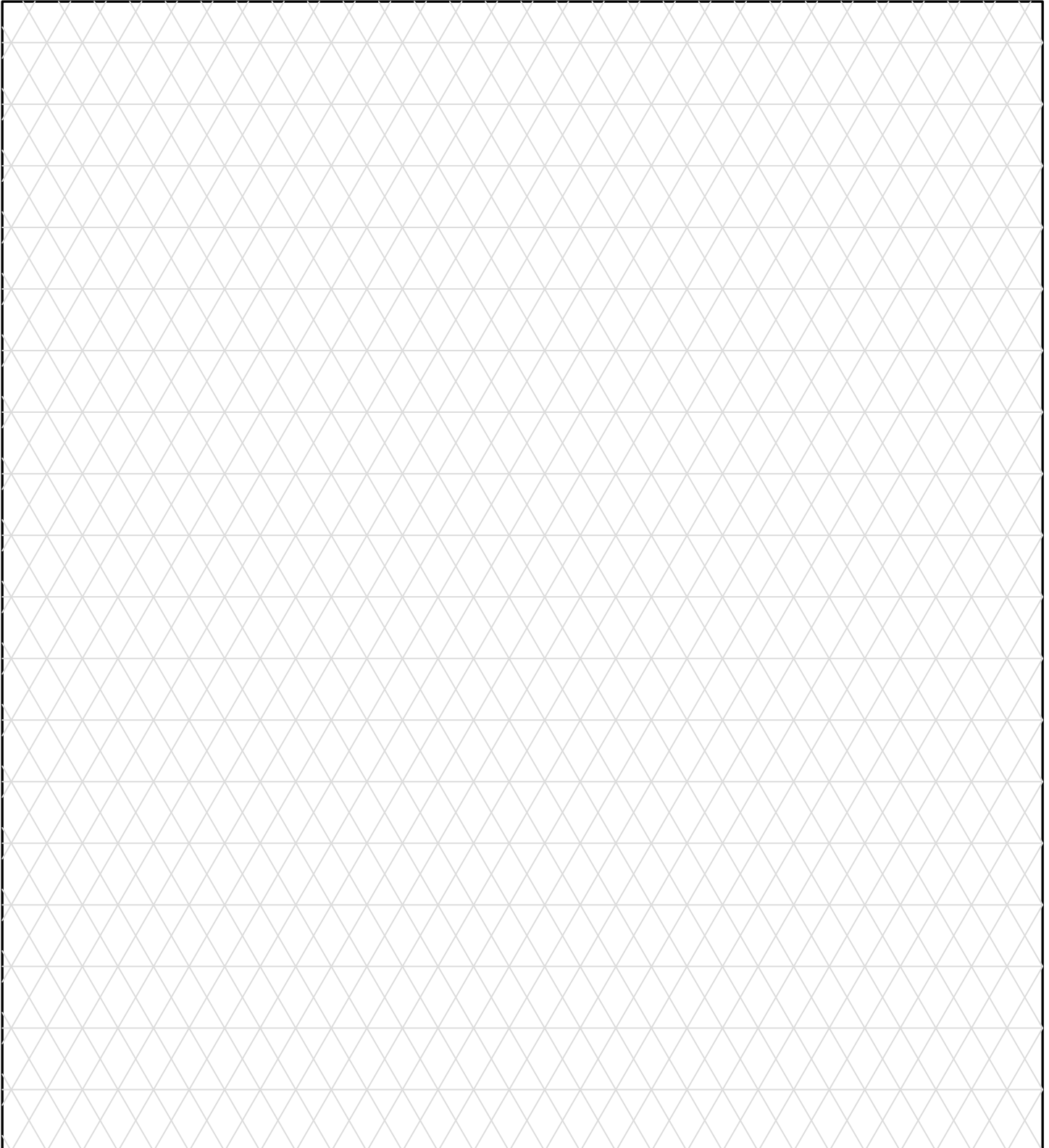


ISOMETRIC PLAN

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





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.

Construction and Demolition Site **FIRE SAFETY PLAN**

FOR

**Project
Name**

Address

Produced By:

Name

Address

Telephone:

(250) 000-0000

****INSTRUCTIONS**

All demolition and construction sites require a Construction Fire Safety Plan (CFSP) in conformance with Sections 2.8 and 5.6 of the BC Fire Code. The CFSP 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.

*Use of this template is not a requirement. 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. This template may not contain prompts for all requirements of the BC Fire Code for all construction/demolition sites. It is expected that the owner or authorized representative will review the requirements in the BC Fire Code and submit a plan that addresses these requirements. If this template is used, enter the information for your job site into the **green** highlighted areas. Any parts of this template which do not apply may be marked NA (not applicable) or removed. Remove the **green text** highlighter once the information has been entered.*

As per BC Fire Code sentence C2.2.1.1.(1), the owner or owner's authorized agent is responsible for carrying out the provisions of the Code.

****Remove these instructions from the final draft of the plan**

CONTACT NAMES AND PHONE NUMBERS

GENERAL CONTRACTOR: Company Name

TELEPHONE: (250)-000-0000

PROJECT MANAGER: Name

TELEPHONE: (250)-000-0000

EMERGENCY: (250)-000-0000

SITE SUPERVISOR: Name

TELEPHONE: (250)-000-0000

EMERGENCY: (250)-000-0000

PROPERTY OWNER / REPRESENTATIVE: Name

TELEPHONE: (250)-000-0000

EMERGENCY: (250)-000-0000

SITE FIRE SAFETY DIRECTOR: Name

TELEPHONE: (250)-000-0000

EMERGENCY: (250)-000-0000

EMERGENCY AND CRITICAL PHONE NUMBERS

Fire Department..... 911

Police Department 911

Ambulance..... 911

Dawson Creek Fire Department Non Emergency (250) 782-9898

Dawson Creek RCMP Non-Emergency (250) 784-3700

Fire Alarm Service Name of Company (250) 000-0000

Sprinkler Service Name of Company (250) 000-0000

Fire Alarm Monitoring Name of Company (250) 000-0000

1. PROJECT SUMMARY

Describe the proposed project including: nature of work (demolition, alteration and/or construction), changes occurring to an existing building, number of project phases, project timeline, hours of work, number of workers, etc.

For projects involving multiple phases, describe each phase of the project.

A copy of this fire safety plan will be kept on-site at the site office.

2. BUILDING DESCRIPTION

No. of stories above grade:	#
No. of stories below grade:	#
No. of suites:	# Residential
	# Commercial Business
Year of Construction:	####
Main Construction Materials:	Wood Frame
Exterior Finish:	Hardy-board and wood trim
Roof Construction:	Shingles supported by wood sheathing & wood joists
Interior Construction and Finish:	Gypsum wall board on top of metal & wood studs covered by various wall coverings and metal trim

3. FIRE EMERGENCY PROCEDURES

IF YOU DISCOVER A FIRE

1. Activate the fire alarm / sound the air horn for 5 long blasts.
2. Notify the fire department. Call 911.
3. Attempt to confine and/or control the fire only if it is safe to do so.
4. Evacuate and report to the evacuation assembly area.
5. Do not re-enter the site until instructed to do so by fire department.

IF YOU HEAR THE FIRE SIGNAL

1. Evacuate and report to the evacuation assembly area.
2. Fire Department to be notified by **site supervisor**. Call 911.
3. Do not re-enter the site until instructed to do so by site supervisor or fire department.

4. FIRE PREVENTION AND PREPARDNESS

- Smoke only within designated areas.
- Be alert around electrical equipment. When electrical equipment is not working properly or if it gives off an unusual odor - often the first sign of a problem that could cause a fire - disconnect the equipment and notify **site supervisor**.
- Promptly replace any electrical cord that is cracked or has a broken connection.
- When using extension cords, protect them from damage: do not put them across doorways or any place where they will be stepped on or chafed. Check the amperage load specified by the manufacturer or the "listing laboratory", and do not exceed it.
- Temporary electrical installations shall be installed in conformance with the BC Electrical Safety Regulation.
- Keep all heat-producing appliances away from the wall and away from anything that might burn. Follow manufacturer's specifications for clearances on certified heating equipment.
- Fuel supplies for heating equipment conform to the BC Gas Safety Regulation
- Make sure all appliances in your area - such as coffee makers and heaters - are turned off when not in use. It's best to assign one person to make this check every day.
- Keep storage areas, stairway landings and other out-of-way locations free of waste paper, cardboard, dirty rags and other material that could fuel a fire.
- Move accumulations of construction refuse to a safe location.
- Report fire hazards to the **site supervisor**.

FIRE PREPAREDNESS

- Know the location of two exits closest to your work area.
- Know where the nearest fire alarm pull station is located.
- Know the location and types of fire extinguishers at the job site.
- Know the emergency procedures outlined in this fire safety plan.
- Be familiar with the location of the evacuation assembly area (muster area). The evacuation assembly area for this job site is at _____.

FIRE EVACUATION

- While exiting, walk and do not run.
- Shut all doors behind you.
- Alert those who have difficulty hearing that an emergency evacuation is in progress.
- If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
- Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack - be prepared to slam it shut if heat or smoke starts to rush in.
- If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available materials to prevent smoke entering the room. Call 911 to report your situation.
- When you have reached the outside of the building, report to the designated evacuation assembly area.
- Do not enter the job site again until permitted by a fire department officer.

PORTABLE FIRE EXTINGUISHERS

In addition to the other requirements of the BC Fire Code, portable extinguishers shall be provided in unobstructed and easily accessible locations in any areas:

- a) where hot work operations are carried out,
- b) where combustibles are stored,
- c) near or on any internal combustion engines,
- d) where flammable liquids and combustible liquids or gases are stored or handled,
- e) where temporary fuel-fired equipment is used, or
- f) that are designated for smoking

The extinguishers required shall have a minimum rating of:

- a) 3-A:20-B:C on moveable equipment, and
- b) 4-A:40-B:C in all other locations.



SMOKING

Describe smoking policy and location of designated smoking areas.

STORAGE OF FLAMMABLE AND COMBUSTIBLE MATERIALS

Identify the product classifications as described in BC Fire Code sentence 3.1.1.1.(1) for each part of the building or site where products of different classifications are stored (indoor and outdoor). Describe the storage location(s) and procedures for flammable and combustible materials on site.

BUILDING SERVICES SHUTOFF

All building services have been confirmed to be shut off in preparation for demolition. They have been capped and labeled at the property line.

PROTECTION OF ADJACENT FACILITIES

Protection shall be provided for adjacent buildings and facilities that would be exposed to fire originating from areas undergoing construction, alteration or demolition operations.

The following methods and materials shall be used to protect adjacent buildings and facilities from fire:

- spatial separation of ____ feet
- water curtains
- gypsum sheathing with 1 hr fire rating
- fire retardant tarpaulins

Where part of the building continues to be occupied, the occupied part shall be separated from the part being demolished or constructed by a fire separation having a fire-resistance rating of not less than 1 hr.

MEANS OF EGRESS

At least one exit shall be accessible and usable at all times.

Describe provisions for maintaining means of egress from each floor of the building.

FIRE PROTECTION SYSTEMS

The fire protection system(s) in the building shall remain operational throughout the construction, alteration or demolition operation.

or

Describe which parts or zones of the fire alarm or sprinkler system is to be temporarily shut down.

The following alternative measures shall be taken to ensure protection is maintained:

- fire watch shall be established
- emergency hose lines shall be in place
- portable fire extinguishers shall be in place
- a temporary standpipe system shall be in place with fire department connections
- A temporary fire department connection shall be connected to the sprinkler system
- Sprinklers removed from service will be replaced with temporary smoke detectors
- Etc.....

During construction, the standpipe system shall be installed progressively, in conformance with the BC Building Code.

During demolition, the standpipe system, together with fire department connections and valves, will be maintained in operable condition on all storeys below the one being demolished, except for the storey immediately below it.

PREVENTING FALSE ALARMS

Activation of the fire alarm system during construction is typically caused by welding fumes, painting fumes, drywall dust and damage to fire alarm wiring and devices.

Describe how false fire alarms can be prevented at the work site. For example: Smoke detectors in the work area will be bagged to keep dust from entering the device. Bags will be removed at the end of each shift. Fire watch will be in effect while detectors are bagged.

The owner or occupier of a property may incur a fee where the Fire Department response to a false alarm is the third or greater number of false alarms originating from one fire alarm system in any twelve (12) month period.

5. FIRE WATCH PROCEDURES

In the event of a temporary shut-down of the fire alarm system or where activities require the interruption of any fire detection, suppression or alarm system component, the site supervisor will:

- Assign a Fire Watch person(s).
- Notify the fire department and fire alarm monitoring company that the fire protection systems are off-line and again when normal operation resumes.
- Notify all occupants in the building of which fire protection systems are out of order and that a Fire Watch has been instituted until the system is back in service.
- Post signage throughout the common areas of the building indicating which fire protection system are out of order and that a Fire Watch has been instituted.

DUTIES OF FIRE WATCH PERSONNEL

- Keep a diligent watch for smoke or fire in affected areas.
- Patrol the affected area at least once per hour on a 24 hour basis while the building is occupied.
- Keep a logbook and record the time each patrol was completed and initial each entry.
- Have fire-extinguishing equipment readily available and be trained to use it.
- Call 911 via a cell phone, in the event of a fire.
- Sound a portable air horn or similar device to alert occupants, in the event of a fire.

6. HOT WORKS

This part shall apply to hot works involving open flames or producing heat or sparks, including, but not limited to; cutting, welding, brazing, grinding, adhesive bonding, thermal spraying and thawing pipes.

Hot works shall be performed only by trained personnel.

At least one portable fire extinguisher shall be located in the hot work area.

PREVENTION OF FIRES

Hot work equipment shall be examined for leaks or defects prior to each use. Defects shall be repaired prior to use.

Combustible and flammable material within a 50 foot distance from the hot work shall be protected against ignition.

A fire watch shall be provided during the hot work and for a period of not less than 60 minutes after its completion.

A final inspection of the hot work area shall be conducted 4 hours after completion of work.

Openings in walls, floors or ceilings shall be covered to prevent the passage of sparks into adjacent areas.

EQUIPMENT NOT IN USE

All valves shall be closed and gas lines bled when compressed gas is not in use.

Electric hot work equipment shall be de-energized when not in use.

7. FIRE DEPARTMENT ACCESS

Unobstructed access to fire hydrants and fire department connections shall be maintained.

Describe where firefighters may gain access to all levels or areas of the building involved in construction, alteration or demolition in order to perform their duties.

Describe the access route(s) for fire department vehicles, from closest street to the site.

Where a site is fenced as to prevent general entry, describe the provisions made for access by fire department equipment and personnel.

8. SITE DRAWINGS

SITE PLAN

****Include a site plan showing the building/work site, location of the site office, adjacent streets, fire department apparatus access, location of closest fire hydrants, location of the fire department connection, location of utility shut-offs and the evacuation assembly area.**

FLOOR PLAN

****Include a floor plan for each floor the work is to take place. The floor plan shall include (if applicable) the location of exit routes, fire extinguishers, fire alarm panel, water shut-off, main electrical shut-off, sprinkler shut-offs, and flammable liquid and gases storage.**

****Remove these instructions from the final draft of the plan**