CITY OF PRINCE GEORGE

PRINCE GEORGE FIRE RESCUE SERVICE
FIRE PREVENTION BRANCH
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Prince George Fire Rescue Service (PGFRS)
- Contractors New Building/Final Occupancy Checklist -

This checklist provides BC Fire Code and City of Prince George Bylaw 8272, 2013 requirements that may be required for a New Building/Final Occupancy Fire Inspection. Please review the checklist and ensure all applicable requirements are in compliance prior to the New Building/Final Occupancy Fire Inspection.

The intent of this checklist is for new buildings and renovations or additions to existing buildings. It does not address occupied buildings.

This is not an all-inclusive checklist. Therefore, a PGFRS Fire Inspector may identify additional measures to be completed.

British Columbia Fire Code, Division C, Part 2, Section 2.2. Sentence (1) states, "Unless otherwise specified, the owner or the owner's authorized agent shall be responsible for carrying out the provisions of this Code".

If you require clarification or additional information, please contact Prince George Fire Rescue Service Fire Prevention Branch at 250-561-7667.

Address

- ☐ Civic address(es) shall be displayed and legible from the street or roadway fronting the property at all times of day or night, with each address number being not less than **100 mm** in height.
- ☐ Numbers shall be a contrasting colour with the background they are mounted.
- ☐ All interior and exterior suite doors labelled with suite number.
- ☐ All suites having an independent exterior entry/exit door shall have the suite number mounted on or above the suite front door. If the civic address is not posted on the building then both the suite number and civic address shall be posted at mentioned suite location. Address example:

100 – 1550

Fire Department Access:

- ☐ Direct access to front of building.
- ☐ Access windows/access panel unobstructed – One (1) metre access isle.
- ☐ Access to all fire equipment to be unobstructed –One (1) metre access isle.
- ☐ All storage and service rooms shall be labelled as to their use, e.g. **Laundry Room, Electrical Room, Boiler Room, Elevator Room, Mechanical Room…etc.** (**25mm** high lettering) Sign shall be mounted on room door. Sign example: BOILER ROOM
- ☐ "Roof Access" sign is required to identify roof access location. A roof access sign is also required at the first floor stairwell if the roof is accessible from that stairwell.

Fire Department Lock Box:

- Buildings with a Fire Alarm System or an Automatic Fire Sprinkler System require an approved lock box permanently mounted in a location acceptable to the Fire Chief. Contact the Fire Prevention Branch 250-561-7667 for approved lock boxes and mounting locations.
- Keys required: **all entry doors, service rooms, roof access, keys for doors that are locked from the exit stairs to the floor area, elevator keys, fire safety plan box key, fire alarm system control panel key.**
- Cylinder type lock boxes shall have "FIRE DEPT" identification ring installed…Ring provided by PGFRS.

Water Supply / Private Hydrant:

- Verification / testing documentation required for viewing by PGFRS.
- Hydrant unobstructed…A one (1) metre clear working space required around hydrant.
- One (1) metre clear path to hydrant.
- If hydrant is obstructed from view, a sign may be required to identify hydrant location.

Fire Department Connection (FDC):

- The Fire Prevention Branch shall approve FDC location. For FDC location, contact the Fire Prevention Branch 250-561-7667.
- Identification ring installed on FDC piping stating what system the FDC serves. "AUTO SPRK" or "STANDPIPE" or "AUTO SPRK / STANDPIPE".
- Unobstructed access – one (1) metre clear access around FDC.
- One (1) metre clear access path to FDC.
- Protective caps on FDC hose connections.
- Signage required – sign indicating the location of the FDC shall be posted in a location visible from the street or nearest point of Fire Dept. apparatus accessibility. Contact Fire Prevention Branch 250-561-7667 for correct signage details.
- Sign identifying the FDC and the system(s) it supplies shall be mounted high enough so the sign is unobstructed by parked vehicles or vegetation (**6-8 feet** above finished grade). Sign shall be metal, weather-resistant, **RED** background with white lettering that is not less than **50 mm** high. Sign examples:

- Where the FDC serves only a portion of a building, a sign shall be posted indicating the protected area. This sign is to be mounted directly above the FDC. This sign can be combined with the above FDC sign. (**50mm** high lettering) Sign example:

- ☐ Larger buildings with multiple FDCs, it is permitted to use a building floor plan sign mounted at the FDC to identify the protected areas. Contact Fire Prevention for clarity 250-561-7667.
- ☐ Sign indicating the pressure required at the inlets to deliver the system demand is required only if that pressure is over 150 psi or below 100 psi. (**50mm** high lettering) Sign example:

REQUIRED INLET
PRESSURE 175 psi

Sprinkler System / Standpipe System:

- ☐ Acceptance testing documentation required.
- ☐ Hydraulic calculation sign to be mounted at the sprinkler control valve as per NFPA 13.
- ☐ General Information sign to be mounted at the sprinkler control valve as per NFPA 13.
- ☐ "Sprinkler Control Valve" sign shall be mounted on the sprinkler control valve room door. (**25mm** high lettering) Sign example:

SPRINKLER CONTROL
VALVE

- ☐ All control valves in the sprinkler system or standpipe system shall have a sign posted at the valve indicating what the valve controls. (15mm high lettering) Sign example:

SPRINKLER CONTROL
VALVE – 2nd FLOOR

- ☐ Ensure proper clearance from sprinkler heads as per NFPA 13 and BC Fire Code.
- ☐ Spare sprinkler head box and spare sprinkler heads and associated wrenches shall be located at the sprinkler control valve as per NFPA 13.
- ☐ If standpipe hose connections are in a recessed wall mounted box, the hose connection shall be identified with signage. Contact Fire Prevention Branch 250-561-7667 for signage details.
- ☐ Acceptance testing documents required.

Fire Safety Plan (FSP):

- ☐ If a Fire Safety Plan is required for the completed building, as per the BC Fire Code, the FSP must be submitted to PGFRS and the "Letter of Receipt" issued from PGFRS is to be placed at the front of the FSP.
- ☐ FSP box to be mounted at a location approved by the Fire Chief…usually at the interior front entrance. In multi-tenant buildings, depending on the building configuration, it shall be mounted at the fire alarm control panel or fire alarm annunciator panel.
- ☐ "Fire Safety Plan" to be labelled on box.
- ☐ Emergency procedures placards to be posted in accordance to the BC Fire Code, Section 2.8.
- ☐ "IN CASE OF FIRE USE STAIRS" signage to be mounted at every elevator control panel. Sign e.g.

Fire Pumps:

- ☐ Identify fire pump room with signage unless the fire pump is located in the sprinkler room, then no sign is required. (25mm high lettering). Sign example: FIRE PUMP
- ☐ Acceptance testing documentation required.

Fire Alarm System:

- ☐ Verification Report required
- ☐ "Fire Alarm Panel" sign shall be mounted on room door housing the fire alarm panel. (25mm high lettering Sign example: FIRE ALARM PANEL
- ☐ Unmonitored fire alarm systems shall have signage mounted at all manual pull stations identifying fire alarm is not monitored. (**7mm** high lettering) Sign example:

  LOCAL ALARM ONLY – CALL 911 IF ALARM ACTIVATED
- ☐ Graphic annunciator panel required; Active annunciator panel or passive graphic sign to be mounted at the fire alarm annunciator panel.
- ☐ Passive is to have a building plan sign with coloured zones that colour match the fire alarm zones on the annunciator panel.
- ☐ Not required, but a **STRONG RECOMMENDATION.** Install an exterior blue strobe light on the wall facing the street or on the wall that faces the fire apparatus approach route. Upon fire alarm activation, the strobe light will activated, identifying what building is in alarm.

Emergency Lighting/Emergency Power Supply:

- ☐ Emergency lighting operation required.
- ☐ Lights to be positioned so they illuminate the means of egress.
- ☐ Emergency generator testing documentation required.
- ☐ Emergency Generator location/room to be identified with signage. (**25mm** high lettering) Sign example: EMERGENCY GENERATOR

Portable Extinguishers:

- ☐ Extinguisher type, size, placement to be compliant with BC Fire Code / NFPA 10
- ☐ To be properly mounted.
  - ☐ 5' max top of handle height for extinguishers up to 30 lbs.
  - ☐ 3' max top of handle height for extinguishers over 30 lbs.
  - ☐ Bottom of extinguisher must be at least 4" off the floor.
- ☐ If extinguishers are not new, they must be currently tested within the past 12 months.
- ☐ If obstructed from view, a perpendicular "FIRE EXTINGUISHER" sign is to be mounted on the wall above extinguisher.
- ☐ Commercial kitchens require one (1) "K" class extinguisher mounted within 30' off the hazard. Sign identifying extinguisher use shall be mounted at extinguisher.
- ☐ Depending on occupancy type, hazards, processes and travel distances, additional extinguishers may be required.

Exit Signage:

- ☐ Must be illuminated.
- ☐ All directional exiting arrows in place.

Occupant Load Sign:

- ☐ Assembly Occupancies with occupant loads exceeding 60 persons shall have the occupant load sign posted in a conspicuous location near the principal entrance to the room of floor area.
- ☐ Any floor area required by the BC Building Code to have an occupancy load sign posted, that sign shall be posted at the principal entrance to the floor area.

Housekeeping:

- ☐ Remove all combustibles from egress.
- ☐ Remove all waste combustibles form building exterior.
- ☐ Remove all combustibles form service rooms/spaces.

Fixed Suppression Systems:

- ☐ Testing documentation required.
- ☐ Operating directions posted at manual activation valve.
- ☐ If obstructed from view, extinguishing agent cylinder location shall be identified with signage. (**25mm** high Lettering).Sign example:

  FIXED SUPPRESSION SYSTEM CYLINDER

- ☐ Kitchen Fixed Suppression Systems:
  - ☐ Compliant with NFPA 96 “Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations”.
  - ☐ “ACCESS PANEL – DO NOT OBSTRUCT” signage shall be placed on all access panels and on obstruction to access panels. E.g. Access panel above ceiling tiles. (**25mm** high lettering) Sign example:

    ACCESS PANEL- DO NOT OBSTRUCT

  - ☐ Extinguishing agent discharge nozzles shall have protective caps over the nozzles.
  - ☐ “K” class portable extinguisher required / Sign identifying the use shall be mounted at extinguisher.
  - ☐ Docking Stations required for all wheeled appliances located under the protected area. Required on front or back wheels only.

Exits/Corridors:

- ☐ Exits shall be free of obstruction and storage.
- ☐ Multi-story buildings require floor number signs to be mounted in stairwells, either on the stairwell door or on the wall beside the door.
- ☐ For tenant improvement projects where that area of work is only a portion of the building, exiting from the location of the tenant improvement all the way to the exterior of the building will be evaluated for Fire Code compliance.

Electrical Equipment:

- ☐ No storage in electrical rooms/vaults.

Fire Separation:

- ☐ Fire Rated doors in fire separation shall have "FIRE DOORS KEEP CLOSED" signage mounted on the side of the door that is visible when the door is in the open position. (25mm high lettering)
  Sign example: FIRE DOOR KEEP CLOSED
- ☐ "FIRE DOOR KEEP CLOSED" sign is not required if the door is held open by an electromagnetic hold open device that releases when the fire alarm activates.
- ☐ All doors shall be hung and door hardware installed. All fire rated doors shall have an operational self-closure.
- ☐ Doors must close tight against the door jam and latch closed.
- ☐ Fire caulk around penetrations in required fire separation.

Indoor Storage:

- ☐ Adequate access isles for firefighting shall be provided to all portions of a storage area.
- ☐ Access Aisles shall comply with BC Fire Code 3.2.2.2 "Access Aisles'.
- ☐ Size of individual storage areas shall comply with BC Fire Code 3.2.3 "General Indoor Storage".

Exterior Waste Receptacles/Dumpsters – Dimensions greater than 1.5 metres:

- ☐ Not to be located within five (5) metres of any combustible building or structure, unless stored within a non-combustible structure or in a location approved by the Fire Prevention Branch.
- ☐ Can be located up to one (1) metre from any combustible building or structure if the container is of non-combustible construction, with a self-closing lid and has no hold open device.

All required Engineer Schedules shall be submitted to the City of Prince George, Development Services Department.