



**Squamish Fire Rescue**  
 40439 Tantalus Rd, PO Box 839, Garibaldi Highlands, British Columbia , V0N 1T0  
 Ph: 604.898.9666 [squamish.ca/fire](http://squamish.ca/fire)

## New Business License - Fire Inspection Guideline

By completing the pre-inspection guideline below, you will expedite your business license application process. Upon completion, please **email a copy of this Guideline to [prevention@squamish.ca](mailto:prevention@squamish.ca)** to book your Fire Inspection.

### Business Information

<b>Applicant Name:</b>	<b>Phone number:</b>
<b>Business Type:</b>	<b>Email:</b>
<b>Business Name:</b>	
<b>Business Address (Civic):</b>	
<b>Business Mailing Address:</b>	
<b>After Hours Emergency Contacts (full name &amp; phone number)</b>	
<b>1.</b>	<b>2.</b>
<b>Anticipated Opening Date:</b>	

<b>Business License</b>	<input type="checkbox"/>	Application submitted
<b>Building Inspection</b>	<input type="checkbox"/>	Complete
	<input type="checkbox"/>	Scheduled date _____
<b>Business Changes</b>	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
	<input type="checkbox"/>	Unknown
<i>Have any changes to the building, occupancy type, menu items, etc. occurred since the last Fire Inspection?</i>		



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**Inspection Checklist** (see Appendix A for more details)

<b>Address is displayed</b>	<input type="checkbox"/> Complete	
<b>Fire Extinguishers</b>	<input type="checkbox"/> Complete	
<b>Exits</b>	<input type="checkbox"/> Complete	
<b>Emergency Lighting</b>	<input type="checkbox"/> Complete	
<b>Fire Doors, Fire Separation, Electrical &amp; Storage</b>	<input type="checkbox"/> Complete	
<b>Fire Alarm &amp; Pull Stations*</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> Not Applicable
<b>Sprinkler Systems &amp; Fire Protection Systems*</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> Not Applicable
<b>Fire Safety Plans (FSP)/Emergency Planning*</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> Not Applicable
<b>Commercial Kitchens</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> Not Applicable
<b>Childcare</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> Not Applicable
<b>Industrial/Hazardous Processes</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> Not Applicable
<b>Mobile Vendors</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> Not Applicable

*\*applicable if required by the BC Building Code or BC Fire Code, or it is a previously installed system that must be maintained.*

Remember it is the **Owner/Occupier’s responsibility** to maintain and repair Fire Protection and Life Safety Devices. **This is only a basic Fire Inspection Guideline**, and should not be used as a complete Fire Inspection. Full requirements can be found in the BC Fire Code and the District of Squamish Bylaws. If you have any questions feel free to contact the Squamish Fire Department at 604-898-9666.

<b>Completed by:</b>	<b>Date:</b>
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## Appendix A: Basic Inspection Considerations

Squamish Fire Rescue (SFR) conducts Fire Inspections for most businesses operating in the District of Squamish, except home businesses that do not involve childcare. Fire Inspections occur annually for most low hazard businesses (for example, a retail store) and semi-annually for higher hazards (for example, a commercial kitchen). A Fire Inspection will also be required for any new or change of business license applications.

*Please note: Routine Fire Inspections and business license triggered fire inspections are free of charge, however, as per Bylaw 2012, 2007 non-compliant re-inspections and inspections by request will be subject to a Fee for Service.*

Remember it is the **Owner/Occupier's responsibility** to maintain and repair Fire Protection and Life Safety Devices. **This is only a basic Fire Inspection Guideline**, and should not be used as a complete Fire Inspection. Full requirements can be found in the BC Fire Code and the District of Squamish Bylaws. If you have any questions feel free to contact the Squamish Fire Department at 604-898-9666.

### Fire Extinguishers

- ✓ A minimum of one (1) 2A:10BC fire extinguisher is required in every business. One fire extinguisher may serve a maximum of 11,250 ft<sup>2</sup> (1045 m<sup>2</sup>), and be spaced not more than 75 feet (22.7 m) from any location in the business. There must be a minimum of one per floor. Size and travel distance will vary with occupancy type. For example, industrial workshops require extinguishers with a minimum 4A:40BC rating (see Industrial/Hazardous Processes section)
- ✓ Fire extinguisher should be easily accessible and wall mounted between 3-5 feet (0.9-1.5 m) from the floor.
- ✓ Extinguishers must be serviced and tagged by a licensed contractor annually, after each use, and when the gauge indicates recharge. *(Note: brand new extinguishers do not require a tag for the first year.)*
- ✓ Special suppression systems must be serviced as per manufacturer's specifications and as outlined in the BC Fire Code.
- ✓ A fire extinguisher is required in all elevator service rooms.



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## Exits

- ✓ Emergency exits that are required by the BC Building Code must be marked with an approved exit sign and illuminated when the building is occupied.
- ✓ Access to emergency exits must not be obstructed by storage, trash, shelves, cabinets, etc. Emergency exit aisles must be a minimum of 1.1 m (3.6 ft.) but will vary with business type.
- ✓ Emergency exit doors may not be equipped with any kind of deadbolt or latch which requires the use of a key or any special knowledge or effort to open the door from the inside when the building is occupied.
- ✓ No buildup of combustible materials around the interior or exterior of emergency exits.

## Emergency Lighting

- ✓ All occupancies are required to have emergency lighting conforming to BC Fire Code and BC Building Code.
- ✓ Emergency lighting is required to be tested annually. Testing must be logged and should be completed by a licensed technician. *(Note: brand new lighting units do not require a tag for the first year.)*

## Fire Doors, Fire Separation, Electrical & Storage

- ✓ Interior fire doors must be indicated with a sign (ex. "Fire Door; Keep Closed"). Fire doors must remain closed or be equipped with self-closing devices in the event of an alarm to reduce the spread of fire.
- ✓ Fire separation must be complete to protect adjoining spaces or units (ie. no holes in drywall). Fire separation ratings will vary depending on business type.
- ✓ Fire-rated caulking must be used to fill all wall penetrations.
- ✓ Electrical cover plates must all be in place. Electrical wires must not be exposed.
- ✓ Vertical storage should be seismically secured.
- ✓ Electrical panels must have a 1 m clearance from any combustible storage.
- ✓ Flammable liquids and compressed gas must be stored appropriately.

## Fire Alarm & Pull Stations

- ✓ Pull stations are located near the exit, are unobstructed, and easily visible.
- ✓ Fire alarm systems must be tested and serviced annually by a qualified technician. Daily and monthly testing should follow the manufacturer's recommendations.



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## Sprinkler Systems & Fire Protection Systems

- ✓ No obstructions, including storage and landscaping, are permitted around standpipes, fire hose cabinets, sprinkler heads or valves, hydrants, or Fire Department Connections (FDCs). Designated fire lanes around your business are free and clear at all times.
- ✓ All fire protection systems must be tested and serviced annually by a qualified technician and be in proper working order. This includes having appropriate spare sprinkler heads and wrench in the sprinkler room.
- ✓ Sprinkler head covers must be removed after construction is complete and all escutcheons in place.
- ✓ A certified engineer must sign off any changes to the sprinkler system.
- ✓ Caps for FDCs and standpipes must be in place and no obstructions in the system.
- ✓ FDC couplings should be in good operating condition (free spinning).

## Fire Safety Plans (FSP)/Emergency Planning

- ✓ Fire emergency planning is required for assembly occupancies, buildings requiring fire alarm systems, fueling stations, construction/demolition sites, buildings where hazardous processes occur and sites with storage as outlined in the BC Fire Code.
- ✓ Floor plans must be posted on each floor adjacent to elevator doors.
- ✓ Emergency plans shall use the designated symbols and emergency procedures as outlined by the Fire Prevention Office of BC. Outlines for FSP can be found on the District website ([squamish.ca/fireprevention](http://squamish.ca/fireprevention)).

## Commercial Kitchens

- ✓ All Type 1 kitchen designs must be certified and signed off by a Qualified Engineering Professional (QEP)
- ✓ Type I Commercial kitchens require a special suppression system and a portable K-type extinguisher.
- ✓ Extinguishing systems and hood & duct cleaning must be tested and serviced bi-annually by an ASTT certified technician. K type extinguishers must be serviced annually. Service tag or decal must be displayed.
- ✓ Extinguishing pull stations and K-type extinguishers require signage for use and operation.
- ✓ Type II Commercial Hoods must be clearly designated by a metal embossed sign.
- ✓ There shall be no buildup of grease from grease-laden vapours on any surface.
- ✓ All food prep areas require emergency lighting.
- ✓ Additional information available on the Commercial Kitchen Bulletin ([squamish.ca/fireprevention](http://squamish.ca/fireprevention)).



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## Childcare

- ✓ Please see the [Fire and Life Safety for Licensed Home Based Child Care Settings in British Columbia](#) document.

## Industrial/Hazardous Processes

- ✓ Extinguishers will require higher ratings (min. 4A:40BC rating) and will have a decreased travel distance, when compared to standard business Fire Extinguisher requirements outlined in a previous section.
- ✓ Compressed gas cylinders must be secured to prevent damage.
- ✓ Combustible & flammable liquids must be stored in certified cabinets.
- ✓ Dust collection systems must be signed off by a certified engineer if over 0.5 m<sup>3</sup>/s (1059 CFM). Dust collection systems must not be used beyond their designed capacity.
- ✓ There shall be limited accumulation of dust in the workshop.
- ✓ Spray booths must be approved & permitted by the Building Department.
- ✓ Spray booth filters shall be cleaned as per manufacturer's recommendation.
- ✓ Only approved vapour proof lighting systems shall be used.

## Mobile Vendors

- ✓ Mobile trailers / trucks with electrical and/or gas installations shall be certified by the BC Safety Authority for Propane & Electrical systems installations.
- ✓ Equipment must be serviced and equipped as per the Mobile Vendor Bulletin ([squamish.ca/fireprevention](http://squamish.ca/fireprevention)).