



BUILDING PERMIT APPLICATION

Commercial, Industrial, Institutional, Multi-Family
Planning and Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

Civic Address for Construction: _____

Applicant: _____

Email: _____

Address: _____

Phone: _____

Builder: _____

Email: _____

Address: _____

Phone: _____

Owner: _____

Email: _____

Address: _____

Phone: _____

Was a Development Permit applied/issued for the project? ☐ Yes ☐ No if yes, DP# _____

Type of Work: ☐ New ☐ Repair ☐ Addition ☐ Renovation

Part of the BC Building Code the building was designed under

☐ Part 3 ☐ CPG Inspect ☐ Professional Reliance ☐ Part 9

Description of work: _____

Proposed use of Building: _____

Entire cost of project including labor: _____

DCC'S REQUIRED

☐ YES
☐ NO

MULTI-FAMILY

☐ DCC Reduction

Has the sewage disposal method been approved by the authority having jurisdiction? ☐ Yes ☐ No

I hereby agree to indemnify and save harmless the City of Prince George against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may in any way occur against the City in consequences of, and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the Building Bylaw and all other Statutes and Bylaws in force in the City of Prince George.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspection of the work at certain stages in the work. The failure of the Owner to call for such inspections is an offence under the bylaw. Neither the City of Prince George's employees nor the City of Prince George shall be held responsible for any inspection not called for or damages, direct or indirect, arising from such failure.

I/We understand that the personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City's bylaws for the purpose of processing this application and for administration and enforcement. In accordance with the Freedom of Information and Protection of Privacy Act, this application and associated documentation may become part of a public record.

I/WE HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS

The person signing this application form, if not the Owner, acknowledges that his signature is an Agent for the Owner and that he is authorized to bind the Owner who is deemed to know of and understand the contents of the form.

APPLICANT SIGNATURE

DATE

For internal use only:

Building Inspector: _____

Date: _____

Received by: _____

Date: _____



CITY OF
PRINCE GEORGE

Commercial/Multi-family/Industrial – Part 3 Buildings

New Building Permit Application Checklist

Overview: This checklist provides the requirements for a Building Permit application for Commercial, Multi-Family, and Industrial buildings falling under Part 3 of the BC Building Code. Part 3 Buildings are greater than 3 storeys, have a building area greater than 600m² and have major occupancies classified as C (residential), D (office / service), E (retail), or F-2, F-3 (medium- and low-hazard industrial). Part 3 buildings also include, Group A (assembly), Group B (detention / treatment / care), and F-1 (high hazard industrial).

N/A	Required	Drawings
<input type="checkbox"/>	<input type="checkbox"/>	Building Permit Application (completed)
<input type="checkbox"/>	<input type="checkbox"/>	Title Search, Copies of Easements / ROW's / Covenants
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent - if applicant is other than owner
<input type="checkbox"/>	<input type="checkbox"/>	Schedule "A" - if more than one Registered Professional
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Drawings – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Structural Drawings – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Drawings – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Drawings – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Drawings – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression Full Design Drawings – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Site Service/Civil – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report – 1 sealed set <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Construction Fire Safety Plan
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Permit
<input type="checkbox"/>	<input type="checkbox"/>	Water Meter Application
<input type="checkbox"/>	<input type="checkbox"/>	Building Code Analysis or Building Code Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Development Permit # _____

N/A	Required	Additional Items that may be required
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Solution Proposals
<input type="checkbox"/>	<input type="checkbox"/>	BC Housing registration documents for residential occupancies (HPO)
<input type="checkbox"/>	<input type="checkbox"/>	Northern Health Approval
<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Calculations for sprinklers
<input type="checkbox"/>	<input type="checkbox"/>	Site Disclosure Statement

N/A	Required	Additional permits will be required for
<input type="checkbox"/>	<input type="checkbox"/>	Signage
<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls- over 4'
<input type="checkbox"/>	<input type="checkbox"/>	Tree removal
<input type="checkbox"/>	<input type="checkbox"/>	Demolition of existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	Highway Right-Of-Way Occupancy



CITY OF
PRINCE GEORGE

Commercial/Multi-family/Industrial – Part 3 Buildings

Tenant Improvement Building Permit Application Checklist

Overview: This checklist provides the requirements for a Building Permit application for Commercial, Multi-Family, and Industrial buildings falling under Part 3 of the BC Building Code. Part 3 Buildings are greater than 3 storeys, have a building area greater than 600m² and have major occupancies classified as C (residential), D (office / service), E (retail), or F-2, F-3 (medium- and low-hazard industrial). Part 3 buildings also include, Group A (assembly), Group B (detention / treatment / care), and F-1 (high hazard industrial).

Required	Application Requirements:
<input type="checkbox"/>	Building Permit Application (completed)
<input type="checkbox"/>	Appointment of Agent - if applicant is other than owner
<input type="checkbox"/>	Application Fee
<input type="checkbox"/>	Applicable Drawings – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	Schedule “B”
<input type="checkbox"/>	Building Code Analysis or Building Code Checklist

Submitted	N/A	Additional Items that may be required:
<input type="checkbox"/>	<input type="checkbox"/>	Schedule “A” - if more than one Registered Professional
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Drawings – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Structural Drawings – 1 sealed set or, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Drawings – 1 sealed set, <input type="checkbox"/> Letter of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Drawings – 1 sealed set or, <input type="checkbox"/> Letter of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Drawings – 1 sealed set, <input type="checkbox"/> Letters of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression Full Design Drawings – 1 sealed set, <input type="checkbox"/> Letter of Assurance (Schedule B)
<input type="checkbox"/>	<input type="checkbox"/>	BC Housing registration documents for residential occupancies (HPO)
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Solution Proposals – 1 Sealed copy
<input type="checkbox"/>	<input type="checkbox"/>	Northern Health Approval
<input type="checkbox"/>	<input type="checkbox"/>	Energy Efficiency Compliance (RSI)
<input type="checkbox"/>	<input type="checkbox"/>	Construction Fire Safety Plan
<input type="checkbox"/>	<input type="checkbox"/>	Development Permit # _____

Note: Proof of current insurance required with submission of Schedule B

Required	Additional permits will be required for:
<input type="checkbox"/>	Plumbing Permit
<input type="checkbox"/>	Signage



APPOINTMENT OF AGENT FORM

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

I/WE,

_____ Full name(s) of all registered owners as shown on title to the lands

the undersigned, being the registered owner(s) in fee simple of the following lands:

Parcel Identifier(s):

Civic Address(es):

Legal Description(s):

DO HEREBY APPOINT AND AUTHORIZE:

_____, of
Name of Agent

_____,
Mailing Address of Agent

_____,
Phone No. of Agent Email of Agent

TO ACT AS MY/OUR AGENT and to act on my/our behalf with respect to all matters related to the following application(s) to the City of Prince George in connection with the above lands, including without limitation, to sign and file the application(s), to negotiate with officials and employees of the City, to enter into agreements and approve of conditions with respect to the application(s), and to represent and make submission on behalf of the undersigned to City Council:

Application(s) _____

AND I/WE HEREBY ratify, confirm and adopt as my/our own, the acts, representations, replies, agreements and commitments made on my/our behalf by the above named agent;

AND I/WE HEREBY declare that i/we have verified that all the information contained within this document and contained within all of the documents and plans submitted in support to the above listed application(s) are true and correct in all respects;

AND IN CONSIDERATION OF the sum of \$1.00 now paid by the City to the undersigned, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the undersigned), each of the undersigned hereby covenants and agrees to indemnify and save harmless the City of Prince George, its elected and appointed officials, employees and agents from and against all claims, liabilities, losses, costs and expenses of every nature whatsoever, in respect of anything done or not done by either the above named agent of the undersigned in connection with the above application(s), including without limitation the failure to comply with any and all agreements, conditions or other commitments, of the failure to observe any applicable bylaws, acts or regulations. This covenant will survive the expiry or termination of this appointment of agent, and is in addition to, and shall not prejudice, any other right or remedies of the City of Prince George.

AND I/WE HEREBY acknowledge that this application and all documents, information and drawings submitted with the application(s) become part of the City of Prince George's records and are subject to the *Freedom of Information and Protection of Privacy Act*, and may become a public record and be published online as part of City Council's public meeting Agenda. Any personal information on this form is collected under the authority of the *Community Charter, Local Government Act* and the City of Prince George's bylaws for the purpose of processing this application and for administration and enforcement.

Signed at _____ this _____ day of _____, 20_____.

IF REGISTERED OWNERS ARE INDIVIDUALS, USE THIS SIGNING BLOCK:

Signature

Address

Printed Name

Signature

Address

Printed Name

IF REGISTERED OWNER IS A CORPORATION, USE THIS SIGNING BLOCK:

Name of Corporation (as shown on the title to the lands)

I/WE have authority to bind the company.

Signature

Address

Printed Name

Signature

Address

Printed Name

Signature

Address

Printed Name

Signature

Address

Printed Name



PROJECT DIRECTORY

Planning and Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

Project Address: _____ Date: _____

Owner:

Name: _____

Address: _____

Tel: _____ Email: _____

Coordinating Registered Professional:

Firm: _____

Registered Professional: _____

Address: _____

Tel: _____ Email: _____

Architect:

Firm: _____

Registered Professional: _____

Address: _____

Tel: _____ Email: _____

Structural Engineer:

Firm: _____

Registered Professional: _____

Address: _____

Tel: _____ Email: _____

Mechanical Engineer:

Firm: _____

Registered Professional: _____

Address: _____

Tel: _____ Email: _____

Plumbing Engineer:

Firm: _____

Registered Professional: _____

Address: _____

Tel: _____ Email: _____

Fire Suppression Engineer:

Firm:

Registered Professional:

Address:

Tel: Email:

Electrical Engineer:

Firm:

Registered Professional:

Address:

Tel: Email:

Geotechnical Engineer:

Firm:

Registered Professional:

Address:

Tel: Email:

**Civil Engineer (On-site grading,
works & servicing):**

Firm:

Registered Professional:

Address:

Tel: Email:

**Code Consultant (Alternative
solutions):**

Firm:

Registered Professional:

Address:

Tel: Email:

BC Building Code Checklist – Part 3

Planning and Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

Project: _____
 Civic address: _____
 Permit No.: _____ Date: _____
 CRP: _____
 Certified Professional: _____

1	Value of Construction: \$ _____	Developed Site Area: _____ m2																																													
2	BUILDING DATA:																																														
	Building Area: _____ m ² Major Occupancy(ies): _____ Number of Streets: _____ Building Height: _____ Storey Construction Type Classification: <input type="checkbox"/> COMBUSTIBLE / <input type="checkbox"/> NON-COMBUSTIBLE <input type="checkbox"/> Construction Articles/Part 3: (3.2.2...../...../.....) <input type="checkbox"/> High Building 3.2.6 <input type="checkbox"/> Fire Wall: <input type="checkbox"/> 2 h <input type="checkbox"/> / <input type="checkbox"/> 4 h <input type="checkbox"/> Mezzanine(s) <input type="checkbox"/> 3.2.1.2 Horizontal Fire Separation <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Standpipe System <input type="checkbox"/> Fire Alarm System Fire Resistance Rating: FLOOR: _____ hr/ MEZZ.: _____ hr/ ROOF: _____ hr/LOAD BEARING: _____ hr																																														
3	SPATIAL SEPARATION:																																														
	<table border="1"> <thead> <tr> <th>Wall</th> <th>Limiting Distance</th> <th>Area Exposing Building Face</th> <th>L/H Ratio</th> <th>% Opening Actual</th> <th>% Opening Allowed</th> <th>Type of Construction</th> <th>Fire Rating</th> <th>Cladding</th> </tr> </thead> <tbody> <tr> <td>North</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>South</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>East</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>West</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Wall	Limiting Distance	Area Exposing Building Face	L/H Ratio	% Opening Actual	% Opening Allowed	Type of Construction	Fire Rating	Cladding	North									South									East									West								
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North																																															
South																																															
East																																															
West																																															
	<input type="checkbox"/> Openings protected L.D. <1.2 m 3.2.3.5 (9.10.14.4.2)																																														
	<input type="checkbox"/> Combustible projections 1.2 m from PL 3.2.3.6.1 (9.10.15.5.5)																																														
	<input type="checkbox"/> Projecting roof soffits 3.2.3.6 (9.10.14.5.11)																																														
	<input type="checkbox"/> Max. size opening L.D. <2.0 m 3.2.3.1.5 (9.10.14.4.3)																																														
	<input type="checkbox"/> Spacing of openings 2 m 3.2.3.1.6 (9.10.14.4.4)																																														
	<input type="checkbox"/> Exit facilities protected 3.2.3.13																																														
	<input type="checkbox"/> Wall exposed to another wall 3.2.3.14																																														
	<input type="checkbox"/> Protection of exposed soffit (if permitted by 3.2.3.6) 3.2.3.16 / 3.2.3.6 (9.10.12.4)																																														
	<input type="checkbox"/> Wall exposed to adjoining roof 3.2.3.15																																														
	<input type="checkbox"/> Class A, B or C roof covering 3.1.15.2																																														

4	PROVISIONS FOR FIRE FIGHTING:	
	<input type="checkbox"/> Access above grade / <input type="checkbox"/> Access below grade	3.2.5.1 / 3.2.5.2 (9.10.20.1 / 2)
	<input type="checkbox"/> Sprinklers required / <input type="checkbox"/> Sprinkler standards	3.2.2.18 / 3.2.5.12 (9.10.1.3.8)
	<input type="checkbox"/> Access route location and design	3.2.5.4 – 3.2.5.6 (9.10.20.3)
	<input type="checkbox"/> Access to roof over 3 storeys	3.2.5.3
	<input type="checkbox"/> Standpipes and hose connections	3.2.5.8 – 3.2.5.11 (9.10.1.3.9)
5	FIRE SEPARATION BETWEEN OCCUPANCIES AND TENANTS, FLOOR AREAS AND SHAFTS:	
	<input type="checkbox"/> Separation of major occupancies	3.1.3.1 / Table 3.1.3.1
	<input type="checkbox"/> Prohibited combination of occupancies	3.1.3.2
	<input type="checkbox"/> Fire separation between suites	3.3.1.1 (9.10.9.13)
	<input type="checkbox"/> Fire separation for public corridor	3.3.1.4 (9.10.9.15)
	<input type="checkbox"/> Fire separation for corridors serving an Assembly occupancy	3.3.2.6 (9.10.1.3.2)
	<input type="checkbox"/> Fire separation for Residential occupancy	3.3.4.2 (9.10.9.11)
	<input type="checkbox"/> Fire separation of Group A, Division 1 occupancy (OL > 200 persons)	3.3.2.2
	<input type="checkbox"/> Fire separation of roof supporting occupancy	3.2.2.13 (9.10.8.7)
	<input type="checkbox"/> Walkway between buildings	3.2.3.19
	<input type="checkbox"/> Underground walkways	3.2.3.20
	<input type="checkbox"/> Fire separation of repair garages and storage garages	3.3.5.5 / 3.3.5.6 (9.10.9.16 / 9.10.9.17)
	<input type="checkbox"/> Vestibules	3.3.5.4.1 / 3.3.5.7
	<input type="checkbox"/> Hazardous substances	3.3.1.2 / BCFC (9.10.1.3.4)
6	CONSTRUCTION OF FIRE SEPARATIONS AND CLOSURES:	
	<input type="checkbox"/> Basis for fire separations (Article of Appendix D, ULC/CUL/WH Listing)	3.1.7 (9.10.3)
	<input type="checkbox"/> Protection of openings	3.1.8.1 (9.10.9.3 – 9.10.13)
	<input type="checkbox"/> Support of fire separations	3.1.8.2 (9.10.9.8)
	<input type="checkbox"/> Continuity of separations	3.1.8.3 (9.10.9.2)
	<input type="checkbox"/> Fire-protection rating of closures	3.1.8.4 / 3.1.8.10
	<input type="checkbox"/> Maximum openings in firewalls	3.1.10.5 (9.10.11.3)
	<input type="checkbox"/> Maximum dimensions of openings	3.1.8.6 (9.10.13.8)
	<input type="checkbox"/> Self closing devices	3.1.8.11 (9.10.13.10)
	<input type="checkbox"/> Latches required on swing doors	3.1.8.13 (9.10.13.9)

	<input type="checkbox"/> Wired glass and glass block in exit enclosures	3.1.8.16 / 3.1.8.17 / Table 3.1.8.15 (9.10.13.5)		
	<input type="checkbox"/> Wired glass and glass block in fire separations	3.1.8.14 (9.9.4.3)		
	<input type="checkbox"/> Temperature rise rated doors	3.1.8.15 / 3.1.8.17 / Table 3.1.8.15 (9.10.13.1)		
	<input type="checkbox"/> Fire dampers / <input type="checkbox"/> Hold-open devices	3.1.8.7 - 3.1.8.9 / 3.1.8.12 (9.10.13.11 / 9.10.13.13)		
7	EXITS:			
Occupant Load 3.1.17.1 (9.9.1.3)				
Room	Area (m ²)	÷	Area/person (m ²)	= Total
<input type="checkbox"/> Types of exits / <input type="checkbox"/> Minimum of 2 exits		3.4.1.4 / 3.4.2.1 (9.9.2.1 / 9.9.8.2)		
<input type="checkbox"/> Distance between exits		3.4.2.3 (9.9.8.4)		
<input type="checkbox"/> Travel distance and location of exits		3.4.2.4 / 3.4.2.5 (9.9.7.4 / 9.9.8.4)		
<input type="checkbox"/> Travel distance to exit in service space maximum 50 m		3.4.2.4.3 / 3.2.1.1.8		
<input type="checkbox"/> Clear width of exit, corridor, stair, ramp and door		3.4.3.2 / Table 3.4.3.2.A & B (9.9.3.2 / 9.9.3.3)		
<u>Exit capacity:</u> <input type="checkbox"/> 6.1. mm/person for: ramps <= 1:8, doorways, corridors and passageways <input type="checkbox"/> (9.2 mm/person for: ramps > 1:8, stairs (rise > 180 mm or run < 280 mm) <input type="checkbox"/> 8 mm/person for stairs (rise <= 180 mm and run >= 280 mm)		3.4.3.2		
<input type="checkbox"/> Exit width encroachments permitted		3.4.3.3 (9.9.5.4 - 9.9.6 / 9.8.7.6)		
<input type="checkbox"/> Headroom		3.4.3.4 (9.9.3.4 - 9.8.2.2 / 9.8.6.4 / 9.9.6.2)		
<input type="checkbox"/> Flame spread rating for exits		Table 3.1.13.2. / Table 3.1.13.7 (9.10.17.1)		
<input type="checkbox"/> Fire separation of exits		3.4.4.1. / 3.4.4.2 / 3.4.4.3 (9.9.4.2)		
<input type="checkbox"/> Integrity of exits		3.4.4.4.		
<input type="checkbox"/> Minimum 3 risers		3.4.6.2 (Exception 3.3.2.14) (9.8.3.2)		
<input type="checkbox"/> Treads and risers		3.4.6.8 (Table 9.8.4.1 / Table 9.8.4.2)		
<input type="checkbox"/> Maximum of 3.7 m per flight, except Group B2		3.4.6.3 (9.8.3.3)		
<input type="checkbox"/> Length and width of landing		3.4.6.4 (9.8.6.3 - Table 9.8.6.3)		
<input type="checkbox"/> Number and height of handrails		3.4.6.5 (Table 9.8.7.1 / 9.8.7.4)		

	<input type="checkbox"/> Height of openings on guards	3.4.6.6 (9.8.8.6)
	<input type="checkbox"/> Number of handrails for stairs > 1100 mm	3.4.6.5 (Table 9.8.7.1)
	<input type="checkbox"/> Exit signs / <input type="checkbox"/> Sign for basement stair	3.4.5.1. / 3.4.5.2 (9.9.11.2 / 3 / 4)
	<input type="checkbox"/> Gradients for ramps / <input type="checkbox"/> Curved stairs	3.4.6.7 / 3.4.6.8 / 3.8.3.3 (9.8.5.4 / 9.8.4.4 / 9.8.5)
	<input type="checkbox"/> Horizontal exits / <input type="checkbox"/> Exterior passageways	3.4.6.10 / 3.4.1.5 / 3.4.4.3 (9.9.2.1.3)
	<input type="checkbox"/> Exit at interconnected floor spaces	3.4.3.2.6
	<input type="checkbox"/> Landings 300 mm wider and longer than door	3.4.6.11 (9.9.6.6)
	<input type="checkbox"/> Door swing / <input type="checkbox"/> Sliding doors in exits	3.4.6.11 / 3.4.6.12 / 3.4.6.14 (9.9.6.4 / 5)
	<input type="checkbox"/> Exit doors to be self-closing	3.4.6.13
	<input type="checkbox"/> Release hardware	3.4.6.16 / 3.3.2.7 (9.9.6.7)
	<input type="checkbox"/> Doors openable from inside without key	3.4.6.16 (9.9.6.7)
8	SAFETY REQUIREMENTS WITHIN FLOOR AREAS:	
	<input type="checkbox"/> Means of egress from roof and terraces	3.3.1.3.3 (9.9.7.1.1)
	<input type="checkbox"/> Double doors into public corridor, exit in opposite directions	3.3.1.3.9 (9.9.7.2.2)
	<input type="checkbox"/> Roof top enclosure > 200 m ² , 2 means of egress	3.3.1.3.6 (9.9.7.1.2)
	<input type="checkbox"/> 2 means of egress required for service spaces greater than 200 m ² or travel distance > 25 m	3.3.1.3.7
	<input type="checkbox"/> 2 egress doorways; min. 1/3 diagonal separation	3.3.1.5 (9.9.7.4)
	<input type="checkbox"/> Travel distance	3.3.1.6 (9.9.7.6)
	<u>Doors in access to exit:</u> <input type="checkbox"/> Minimum 800 mm for single leaf clear opening <input type="checkbox"/> Minimum 800 mm for active leaf in double door <input type="checkbox"/> Readily openable without use of keys <input type="checkbox"/> Not open onto a step	3.3.1.13 / 3.3.3.4 (9.9.6.3 / 9.9.6.6 / 9.9.6.7)
	<input type="checkbox"/> Hazardous substances	3.3.1.2 / BCFC (9.10.1.3.4)
	<input type="checkbox"/> Design of hazardous areas	3.3.6 / BCFC (9.10.1.3.4)
	<input type="checkbox"/> Door swing : Occupant load > 60 or F1 occupancy must swing in direction of exit travel	3.3.1.11 (9.9.6.5.2)
	<input type="checkbox"/> Minimum width of corridor	3.3.1.9 / 3.3.3.3.3 (9.9.3.3)
	<u>Capacity of access to exit:</u> <input type="checkbox"/> Corridors, passageways, doorways, and ramps not more than 1 in 8 – 6.1 mm/person <input type="checkbox"/> Stairs <input type="checkbox"/> Ramps > 1 in 8 – (9.2 mm/person <input type="checkbox"/> B2 and B3 occupancies – 18.4 mm/person	3.3.1.17 / 3.4.3.2.1 – 8
	<input type="checkbox"/> Guards at roof, shaft, balcony, etc.	3.3.1.18 (9.8.8.3)
	<input type="checkbox"/> Protection of openable windows	3.3.4.8 (9.8.8.1.5)
	<input type="checkbox"/> Explosion venting	3.3.1.20 (9.32.1.1.2)
	<input type="checkbox"/> Flame spread rating <input type="checkbox"/> Flame spread rating in elevator cab	3.1.13.2 / Table 3.1.13.2 / 3.1.13.11 (9.10.3.2)

	<input type="checkbox"/> Ventilation for commercial cooking equipment	3.3.1.2.2 (9.10.1.4)
	<u>Foam plastics protection in:</u>	3.1.4.2 (9.10.17.10)
	<input type="checkbox"/> Combustible construction	
	<input type="checkbox"/> Non-combustible construction	3.1.5.12 (9.10.6.1)
	<u>Requirements by occupancy:</u>	3.3.2
	<input type="checkbox"/> Assembly A1, A2, A3, A4	
	<input type="checkbox"/> Denton B1, Treatment B2, Care B3	3.3.3
	<input type="checkbox"/> Residential C	3.3.4
	<input type="checkbox"/> Industrial F1, F2, F3	3.3.5
(9)	LIGHTING AND EMERGENCY POWER:	
	<input type="checkbox"/> Lighting for exits, public corridors, and rooms	3.2.7.1 (9.9.12.2)
	<input type="checkbox"/> Emergency lighting	3.2.7.3 (9.9.12.3)
	<input type="checkbox"/> Emergency power for lighting	3.2.7.4 (9.9.12.2 / 9.9.12.3)
	<input type="checkbox"/> Emergency power for fire alarm systems	3.2.7.8 (9.10.18.3)
	<input type="checkbox"/> Emergency power for B2 occupancies	3.2.7.6
	<input type="checkbox"/> Emergency power for building services	3.2.7.9
	<input type="checkbox"/> Emergency conductor protection	3.2.7.10
10	FIRE ALARMS:	
	<input type="checkbox"/> Buildings requiring a fire alarm system	3.2.4.1 (9.10.18.2)
	<input type="checkbox"/> Continuity of fire alarm systems	3.2.4.2 (9.10.18.3)
	<input type="checkbox"/> Types of systems	3.2.4.3 / 3.2.4.4 (9.10.18.3)
	<input type="checkbox"/> Signals to fire department	3.2.4.8 (9.10.18.3)
	<input type="checkbox"/> Zoning of fire alarm systems	3.2.4.9 (9.10.18.3)
	<input type="checkbox"/> Fire detectors	3.2.4.11 (9.10.18.4)
	<input type="checkbox"/> Smoke detectors	3.2.4.12 (9.10.18.3)
	<input type="checkbox"/> Sprinkler system monitoring	3.2.4.16 (9.10.18.3)
	<input type="checkbox"/> Manual pull stations	3.2.4.17 (9.10.18.3)
	<input type="checkbox"/> Smoke alarms	3.2.4.21 (9.10.19)
11	REQUIREMENTS FOR MEZZANINES AND INTERCONNECTED FLOOR SPACES:	
	<input type="checkbox"/> 10% mezzanine (not a storey) <input type="checkbox"/> 40% mezzanine (not a storey)	3.2.1.1 (9.10.4.1)
	<input type="checkbox"/> Termination of vertical fire separation	3.2.8.1 (9.10.12.1)
	<input type="checkbox"/> Mezzanine egress	3.4.2.2 (9.9.8.6)
	<input type="checkbox"/> Interconnected floor space not permitted in B2 occup.	3.2.8.1 (9.10.9.5)
	<input type="checkbox"/> Openings through horizontal fire separation for vehicular ramps in storage garage	3.2.8.2.2

	<input type="checkbox"/> Openings in fire separation for manufacturing process	3.2.8.2.3
	<input type="checkbox"/> Openings for stairways, escalators, moving walkways	3.2.8.2.5 / 6
	<input type="checkbox"/> Interconnected first floor and floor below or above	3.2.8.2.6 (9.10.9.5)
	<input type="checkbox"/> Construction of interconnected floor space non-comb.	3.2.8.3 (9.10.9.5)
	<input type="checkbox"/> Exit requirements	3.4.3.2.6 (9.9.3)
	<input type="checkbox"/> Elevator openings	3.2.8.5.3
	<input type="checkbox"/> Sprinkler system / <input type="checkbox"/> Draft stops / <input type="checkbox"/> Smoke control	3.2.8.4 / 3.2.8.7 / 3.2.8.8
12	SERVICE FACILITIES:	
	<input type="checkbox"/> No storage in services spaces	3.6.1.3
	<input type="checkbox"/> Fire separation of service rooms	3.6.2.1 (9.10.10.3)
	<input type="checkbox"/> No boiler under exit / <input type="checkbox"/> Door swing	3.6.2.2 / 3.6.2.6 (9.9.5.8)
	<input type="checkbox"/> Fire separation of janitor rooms	3.3.1.21
	<input type="checkbox"/> Fire separation of laundry rooms	3.3.1.22
	<input type="checkbox"/> Fire separation and sprinklers for residential storage rooms	3.3.4.3 (9.10.10.6)
	<input type="checkbox"/> Fire separation of electrical equipment vaults	3.6.2.7
	<input type="checkbox"/> Fire separation for elevator shafts	3.5.3.1 / Table 3.5.3.1
	<input type="checkbox"/> Fire separation for vertical services spaces	3.6.3.1 / Table 3.6.3.1
	<input type="checkbox"/> Fire separation at top/bottom of vertical service space	3.6.3.1
	<input type="checkbox"/> Fire separation of horizontal service spaces	3.6.4.2
	<input type="checkbox"/> Fire separation of fuel fired service	3.6.2.1 (9.10.10.4 / 9.10.10.5)
	<input type="checkbox"/> Fire separation and sprinklers for garbage rooms	3.6.2.5 (9.10.10.6)
	<input type="checkbox"/> Linen and garbage chutes and rooms	3.6.3.3 (9.10.10.6)
	<input type="checkbox"/> Negative pressure required for vertical service space	3.6.3.4 (9.10.9.18.1)
	<input type="checkbox"/> Ceiling spaces used as plenums	3.6.4.3 (9.13.1.3)
	<input type="checkbox"/> Ceiling panels – hold-down clips	3.6.4.3 (9.10.3.4)
	<input type="checkbox"/> Access to attic or roof space	3.6.4.4 (9.19.2.1)
	<input type="checkbox"/> Access to horizontal service space	3.6.4.5
	<input type="checkbox"/> Access to crawl space	3.6.4.6 (9.18.2)
13	HEALTH REQUIREMENTS:	
	<input type="checkbox"/> Height in sleeping rooms	3.7.1.1 / 9.5.3 (Table 9.5.3.1)
	<input type="checkbox"/> Room ventilation	6.2.2.1 / 6.2.2.2 (9.32)
	<input type="checkbox"/> Medical gas piping systems	3.7.3.1 / CSA Z7396.1 (9.31.1.1.3)

<u>Plumbing Facilities 3.7.2.:</u>			
<i>Occupancy</i>	<i># of persons of each sex</i>	<i># of water closets required</i>	<i># of water closets provided</i>
14 REQUIREMENTS FOR DISABLED PERSONS:			
<u>When required:</u>			
<input type="checkbox"/> New buildings – not required in: Group C occupancy, Group F1 occupancy, Group E < 50 m ² , certain 2-storey buildings with max. 600 m ² above or below first storey		3.8.2.1 (9.5.2.1)	
<input type="checkbox"/> Areas requiring barrier-free path of travel		3.8.3.1	
<input type="checkbox"/> Existing buildings		3.8.4.1	
<input type="checkbox"/> Main entrances		3.8.3.5 (9.5.2.1)	
<input type="checkbox"/> Width of path of travel – minimum 1500 mm		3.8.3.2 (9.5.2.1)	
<input type="checkbox"/> Ground and floor surfaces		3.8.3.2 (9.5.2.1)	
<input type="checkbox"/> Viewing positions		3.8.3.15 (9.5.2.1)	
<u>Parking:</u>			
<input type="checkbox"/> Access to parking areas		3.8.2.3 / 3.8.2.38 (9.5.2.1)	
<input type="checkbox"/> Number of stalls required		3.8.3.4 (9.5.2.1)	
<input type="checkbox"/> 3.7 m wide		3.8.3.4 (9.5.2.1)	
<input type="checkbox"/> Identification required		3.8.3.4 (9.5.2.1)	
<input type="checkbox"/> Surface treatment		3.8.3.4 (9.5.2.1)	
<u>Accessible washrooms:</u>			
<input type="checkbox"/> Where required		3.8.2.3 (9.5.2.1)	
<input type="checkbox"/> Water closet stalls min. 1500 mm x 1500 mm		3.7.2.10.2 (9.5.2.1)	
<input type="checkbox"/> Door min. 800 mm clear opening accessories		3.7.2.10.2 (9.5.2.1)	
<input type="checkbox"/> Water closets		3.7.2.10.3 (9.5.2.1)	
<input type="checkbox"/> Location of urinals		3.7.2.10.6 (9.5.2.1)	
<input type="checkbox"/> Grab bars, wash basins, mirrors		3.7.2.10.4 / 5 / 7 (9.31.2.3)	
<input type="checkbox"/> Universal toilet rooms		3.7.2.10.9 (9.5.2.1)	
<input type="checkbox"/> Bathtubs / <input type="checkbox"/> Showers		3.7.2.10.10 / 11 (9.5.2.1)	
<input type="checkbox"/> Doors and vestibules in barrier-free path		3.3.1.13 (9.5.2.1)	
<input type="checkbox"/> Power doors in hotels, B2, B3, A, D, or E > 500 m ²		3.8.3.5.4 (9.5.2.1)	
<u>Ramps:</u>		3.8.3.3 (9.8.5.1.2)	

GUIDELINE

CONSTRUCTION FIRE SAFETY PLANS (C-FSP)

A Construction Fire Safety Plan (C-FSP) is required prior to the commencement of construction, alteration or demolition operations as per the BC Building Code (BCBC) Section 8.1 and the BC Fire Code (BCFC) Sections 2.8 and 5.6. The C-FSP is required to comply with the BCFC, the BC Building Code (BCBC), the Office of the Fire Commissioner Bulletin (revised 2018), and City of Prince George Fire Bylaw 8272, 2013. Those requirements are summarized in this guideline.

The C-FSP is required to be **SITE SPECIFIC** and include who prepared the plan, the site address, the revision date, and page numbers. It should be submitted with your Building Permit Application, and be emailed to fireprevention@princegeorge.ca. The BCFC 5.6.1.2 “Protection of Adjacent Buildings” report should accompany your submission, and will form an appendix to the C-FSP.

The C-FSP may be phased depending on your construction project, i.e. Demolition, Excavation and Shoring, and Construction Above Grade. The BCFC 5.6.1.2 report will need to be received and accepted, and mitigation measures must be in place before construction begins above grade (or as noted in the report). A C-FSP is considered to be a living document which may be required to be revised and/or updated over the course of the project.

Section 1 - Appointment of Supervisory Staff

- Who is the designated and backup person responsible at site
 - Emergency contact information
 - 24 hour emergency contacts and estimated response time
 - Site safety officer
- Security Officer
 - What type of security is being provided (locked gate, monitored alarm, CCTV, 24 hour security guard)
 - Role of security personnel
 - 24 Hour contact information for security personnel
 - Security personnel to have access keys to all areas
- Training of supervisory staff
 - Who is responsible for ensuring that supervisory staff know their responsibilities

Section 2 - Responsibilities of Supervisory Staff

- Compliance of the site with the C-FSP
- BCFC 5.6.1.2 “Protection of Adjacent Building” measures are over and above what is identified

in the Fire Safety Plan and shall be incorporated into the construction site safety procedures

- Shipping containers on site that store flammable or combustible liquids shall have additional ventilation added and signage posted identifying flammable and combustible liquids. (Contact Prince George Fire Prevention for ventilation and signage requirements)
- Control of fire hazards and fire safety around the site
 - Combustibles around site and buildings
 - General housekeeping
 - Removing excess pallets, garbage/waste (also as per BCBC 8.2.5)
 - Securing temporary enclosures (tarps) from being blown against ignition sources
 - Separation of combustibles from open flame devices and ignition sources in conformance with BCBC Part 6
 - Termination of building services during demolition to comply with BCFC 5.6.1.9, and the BC Electrical Code
 - Fuel supply installations to comply with BCFC 5.6.1.10 and CAN/CSA B139-M and the BC Gas Safety Regulation
 - Tank, Piping and Machinery Reservoir at demolition sites shall be in conformance with BCFC 4.3.16 and 5.6.1.11.
 - A 1 hour fire separation is required between construction activities and occupied portions of the building
- Maintaining Fire Department Access and Firefighting Services
 - Site address sign visible from street and up-to-date with emergency contact information
 - Access route to fire hydrant and fire department connection
 - Access onto site
 - Delivery vehicle parking
 - Standpipe installation:
 - Installed in conformance with BCBC 3.2.5. and BCFC 5.6.1.6
 - Active not more than one floor below the highest forms, staging and similar combustible elements at all times
 - Accessible on all floor levels
 - Wet unless threat of freezing
 - Procedure to ensure reactivation when taken off line
 - Access to water valve if system dry (threat of freezing)
 - Provide signage when system not charged
 - Sprinkler installation/activation as soon as practicable
 - Building systems available for firefighter access (construction elevator, stairs, etc.)
- Posting of emergency procedures
- Designating and maintaining at least one exit from floor area
 - No storage of combustibles in exit route, stairs
- Inspection and maintenance of building facilities, systems, equipment and devices
- Fire separations activated once installed (door closed/latched at end of construction day)
- In occupied buildings:
 - Fire separations to be made safe by the end of the construction day
 - Life safety systems impairment procedures (notification of occupants, fire watch as per City of PG Bylaw 8272, 2013. Part 13)

Section 3 - Procedures to Be Used in Case of Emergency

- Designated and backup person responsible for sounding the alarm and calling 9-1-1
- Are there different horn sounds for different emergencies
- Procedures in the event of a fire
 - Sounding the fire alarm
 - Activating the fire alarm in occupied buildings
 - Sounding the horn for construction sites (description of blast alert)
 - Evacuating occupants
 - Confining, controlling, and extinguishing the fire if trained and safe to do so
 - Evacuating to muster area
 - Accounting for site personnel
- Meeting the fire department

Section 4 - Training of site personnel on evacuation procedures

- Site orientation
- Site fire safety meetings
- Holding of fire drills
- Maintaining a list of on-site personnel and their emergency training
- Training of site personnel for what to do in an emergency, muster location, use of fire extinguisher, site fire wardens/trade representatives
- Smoking restrictions

Section 5 - Site Diagrams

- Site plan with FD access information
 - Hydrant(s)
 - Fire department connection
 - Site trailer
 - Safety office
 - Electrical services
 - Emergency stations (fire extinguishers, horns, instructions to site workers/occupants)
 - Site access
 - Locations of propane and flammable/combustible storage
 - Crane (if applicable)
- Floor plans
 - Exit paths/stairs
 - Standpipe locations
 - Standpipe isolation valve/water supply (if threat of freezing)
 - Fire extinguisher locations
 - Building services
- Fire extinguisher locations
 - Emergency locations
 - Fuel operated equipment
 - Combustible storage locations
 - Flammable/combustible and propane storage

- Adjacent to hot works
- Minimum 2A10BC on moveable equipment
- Minimum 4A40BC in all other locations

Section 6 - Hot Works (also see BCFC Section 5.2)

- Area clear of flammable and combustible materials and protection if required
- Assigned fire watch during and for 60 minutes after completion
- Final inspection 4 hours after completion
- Trained/certified personnel
- Hot works permit
- Fire extinguisher
- Proper ventilation

Section 7 - Fire Watch (also see City of PG Bylaw 8272, 2013. Part 13)

- Hot Works
- Impairments to fire separations and life safety systems (fire alarm, sprinkler system)
- Tours at intervals not more than 1 hour. Tour start/end times to be documented
- Capable of sounding a warning to notify site personnel/occupants and call 911

Section 8 - Propane Storage and Flammable/Combustible Storage

- Located away from egress and access routes
- Storage, handling and use (also see BCFC Part 3, 4, and 5)
- Separation from combustibles by 3 metres
- Storage area locked and vented
- Propane use and storage (no storage of propane in building)
- If using shipping container, additional ventilation and signage required.
- Safety data sheet location
- Portable extinguishers

Section 9 - Additional Information and Forms (as per your organizational requirements)

Appendix

- BC Fire Code 5.6.1.2 Report “Protection of Adjacent Buildings”
 - **Prepared by a registered professional**
 - Include a risk analysis
 - Identification of neighbouring properties (construction type, life safety systems, distances)
 - Proposed mitigating measures

Contact Information:

Fire Prevention Office 250-561-7667 or fireprevention@princegeorge.ca



PLUMBING PERMIT APPLICATION

Planning and Development Department

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9

p: 250.561.7600 | www.princegeorge.ca

Civic Address for Construction: _____

Applicant: _____

Email: _____

Address: _____

Phone: _____

Ticketed Plumber: _____

Email: _____

Address: _____

Phone: _____

Owner: _____

Email: _____

Address: _____

Phone: _____

Proposed Use of Building: _____

Type of Work: ☐ New ☐ Repair ☐ Addition ☐ Alteration/Renovation

Type of Building: ☐ SFD ☐ Duplex ☐ Mobile Home ☐ Row House ☐ Apartment ☐ Commercial ☐ Industrial/Institutional

Connections: ☐ Water ☐ Sewer ☐ Storm ☐ Private Services

Water Meter: ☐ Installed ☐ Removed ☐ Change in Size (if changing meter size, a sizing chart must be completed by Professional engineer)

Has the sewage disposal method been approved by the authority having jurisdiction? ☐ Yes ☐ No

Please describe fixtures being installed:

Description	No.	Description	No.	Description	No.	Description	No.
Toilet		Laundry Tub		Water Fountain		Water Meter	
Tub/Shower		Dishwasher		Urinal		Janitor Sink	
Kitchen Sink		Garbage Disposal		Roof Drain		Eye Wash	
Bathroom Sink		Back Flow Prev.		Manhole/recharge chamber		Oil Interceptor	
Hose Bibb		Water Softener		Catch Basin		Grease Intercept	
Floor Drain		Lawn Sprinkler		Sewage Pump		Miscellaneous (see below)	
Clothes Washer		Fire Hydrant		Water Heater		TOTAL	

Miscellaneous: (Please Describe Fixture Being Installed if not identified above) _____

I hereby agree to indemnify and save harmless the City of Prince George against all claims, liabilities, judgements, costs and expenses of whatsoever kind which may in any way occur against the City in consequences of, and incidental to, the granting of this permit, if issued, and I further agree to conform to all requirements of the Building Bylaw and all other Statutes and Bylaws in force in the City of Prince George.

I understand that the Building Bylaw makes it incumbent upon the Owner to call for inspection of the work at certain stages in the work. The failure of the Owner to call for such inspections is an offence under the bylaw. Neither the City of Prince George's employees nor the City of Prince George shall be held responsible for any inspection not called for or damages, direct or indirect, arising from such failure.

I/We understand that the personal information on this form is collected under the authority of the Community Charter, Local Government Act and the City's bylaws for the purpose of processing this application and for administration and enforcement. In accordance with the Freedom of Information and Protection of Privacy Act, this application and associated documentation may become part of a public record.

I/WE HEREBY DECLARE THAT ALL THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS

The person signing this application form, if not the Owner, acknowledges that his signature is an Agent for the Owner and that he is authorized to bind the Owner who is deemed to know of and understand the contents of the form.

Signature of Ticketed Plumber
or Mechanical Engineer

Printed Name of Ticketed Plumber
or Mechanical Engineer

Date

Signature of Licensed Builder

Printed Name of Licensed Builder

Date

Signature of Home Owner

Printed Name of Home Owner

Date

For internal use only:

Building Inspector: _____

Date: _____

Received by: _____

Date: _____