CITY OF PRINCE GEORGE

BUILDING PERMIT APPLICATION

Commercial, Industrial, Institutional, Multi-Family

Planning and Development Department

1100 Patricia Blvd. I Prince George, BC, Canada V2L 3V9
p: 250.561.7600 I 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: _____

Housing Data Collection Form

Planning and Development Department | 1110 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
devserv@princegeorge.ca | p: 250.561.7611

The City of Prince George is collecting housing unit data to provide the Province of BC with required information on the City's housing supply. The City is subject to housing supply goals in accordance with Provincial legislation, including the Housing Supply Act.

This form must be completed when submitting a Residential Building Permit Application (Part 3 and Part 9) and/or a Demolition Permit Application for a residential building.

Building Permit Application

Identify the number and type of **new dwelling units** for **both the primary and secondary dwelling units** (e.g. main living unit and secondary suite):

	Number of Studio Units	Number of 1-bedroom units	Number of 2-bedroom units	Number of 3-bedroom units	Number of 4+ bedroom units
Ownership					
Rental – purpose built					
Rental – secondary suite					
Rental – secondary dwelling					
Rental – co-op housing					

If rental housing is being constructed, indicate rental affordability:

☐ Market rent ☐ Non-market rent* ☐ Below market rent with on-site supports*

**Supporting documentation must be provided when non-market rent or below market rent is selected*

Demolition Permit Application

Identify the number and type of **dwelling units to be demolished** for **both the primary and secondary dwelling units** (e.g. main living unit and secondary suite):

	Number of Studio Units	Number of 1-bedroom units	Number of 2-bedroom units	Number of 3-bedroom units	Number of 4+ bedroom units
Ownership					
Rental – purpose built					
Rental – secondary suite					
Rental – secondary dwelling					
Rental – co-op housing					

If rental housing is being removed, indicate rental affordability:

☐ Market rent ☐ Non-market rent* ☐ Below market rent with on-site supports*

**Supporting documentation must be provided when non-market rent or below market rent is selected*

Housing Data Collection Form

Planning and Development Department | 1110 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
devserv@princegeorge.ca | p: 250.561.7611

The following are for information only and are not to be used as official definitions.

Ownership: The unit is being constructed to be lived in by the owner of the home. Includes strata or fee simple ownership.

Secondary suite: A self-contained dwelling unit inside of a single detached house or row home. A secondary suite is built to BC Building Code standard and has its own separate entrance, kitchen, bathroom, and bedroom, all separate from the primary household.

Secondary dwelling: A freestanding, self-contained home located on the same property as the principal home. Secondary dwellings include carriage housing and cottage housing. Manufactured housing is not a secondary dwelling.

Co-op housing: A co-op is a type of housing that residents own and operate as part of a membership. Unlike traditional rentals, there is no outside landlord. Residents are both members and joint owners of the cooperative association.

Market rent: Market rent is the average price you could realistically get based on other similar units in the private housing market.

Non-market rent: Non-market rent is not set by the private market, but by governments or non-profit organizations to keep housing affordable.

Below market rent with on-site supports: Housing that rents for less than 30% of Housing Income Limits for a given unit size. The on-site supports are for individuals transitioning out of homelessness and does not include other types of supportive housing such as assisted living.

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 600m^2 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
☐	☐	**Building Permit Application** (completed)
☐	☐	**Title Search, Copies of Easements / ROW's / Covenants**
☐	☐	**Application Fee**
☐	☐	**Appointment of Agent** - if applicant is other than owner
☐	☐	**Schedule "A" -** if more than one Registered Professional
☐	☐	**Architectural Drawings – 1 sealed set,**
		□ Letters of Assurance (Schedule B)
☐	☐	**Structural Drawings – 1 sealed set,**
		□ Letters of Assurance (Schedule B)
☐	☐	**Mechanical Drawings – 1 sealed set,**
		□ Letters of Assurance (Schedule B)
☐	☐	**Plumbing Drawings – 1 sealed set,**
		□ Letters of Assurance (Schedule B)
☐	☐	**Electrical Drawings – 1 sealed set,**
		□ Letters of Assurance (Schedule B)
☐	☐	**Fire Suppression Full Design Drawings – 1 sealed set,**
		□ Letters of Assurance (Schedule B)
☐	☐	**Site Service/Civil – 1 sealed set,**
		□ Letters of Assurance (Schedule B)
☐	☐	**Landscaping – 1 sealed set,**
		□ Letters of Assurance (Schedule B if applicable)
☐	☐	**Geotechnical Report – 1 sealed set**
		□ Letters of Assurance (Schedule B)
☐	☐	**Construction Fire Safety Plan**
☐	☐	**Plumbing Permit**
☐	☐	**Water Meter Application**
☐	☐	**Building Code Analysis or Building Code Checklist**
☐	☐	**Development Permit #**_____

N/A	Required	Additional Items that may be required
☐	☐	**Alternative Solution Proposals**
☐	☐	**BC Housing registration documents** for residential occupancies (HPO)
☐	☐	**Northern Health Approval**
☐	☐	**Hydraulic Calculations for sprinklers**
☐	☐	**Site Disclosure Statement**

N/A	Required	Additional permits will be required for
☐	☐	**Signage**
☐	☐	**Retaining walls-** over 4'
☐	☐	**Tree removal**
☐	☐	**Demolition of existing buildings**
☐	☐	**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 600m^2 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:
☐	**Building Permit Application** (completed)
☐	**Appointment of Agent** - if applicant is other than owner
☐	**Application Fee**
☐	**Applicable Drawings – 1 sealed set,** ☐ Letters of Assurance (Schedule B)
☐	**Schedule "B"**
☐	**Building Code Analysis or Building Code Checklist**

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

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

Required	Additional permits will be required for:
☐	**Plumbing Permit**
☐	**Signage**

CITY OF
PRINCE GEORGE

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	

Please note that a Corporate Registry is required in addition to this form when the registered owner is a corporation.

CITY OF PRINCE GEORGE

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: .....

CITY OF PRINCE GEORGE

BC Building Code Checklist – Part 3

Planning and Development Department
1100 Patricia Blvd. I Prince George, BC, Canada V2L 3V9
p: 250.561.7600 I 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: _____ m² Major Occupancy(ies): _____ Number of Streets: _____ Building Height: ..... Storey Construction Type Classification: ☐ COMBUSTIBLE / ☐ NON-COMBUSTIBLE ☐ Construction Articles/Part 3: (3.2.2...../...../.....) ☐ High Building 3.2.6 ☐ Fire Wall: ☐2 h☐ / ☐4 h☐ ☐Mezzanine(s) ☐ 3.2.1.2 Horizontal Fire Separation ☐ Sprinkler System ☐Standpipe System ☐ Fire Alarm System Fire Resistance Rating: FLOOR: _____hr/ MEZZ.: _____hr/ ROOF:_____ hr/LOAD BEARING: _____hr	
3	**SPATIAL SEPARATION:**	

Wall

	Limiting Distance	*Area Exposing Building Face*	*L/H Ratio*	*% Opening Actual*	*% Opening Allowed*	*Type of Construction*	*Fire Rating*	*Cladding*
North								
South								
East								
West								

☐ Openings protected L.D. <1.2 m	3.2.3.5 (9.10.14.4.2)
☐ Combustible projections 1.2 m from PL	3.2.3.6.1 (9.10.15.5.5)
☐ Projecting roof soffits	3.2.3.6 (9.10.14.5.11)
☐ Max. size opening L.D. <2.0 m	3.2.3.1.5 (9.10.14.4.3)
☐ Spacing of openings 2 m	3.2.3.1.6 (9.10.14.4.4)
☐ Exit facilities protected	3.2.3.13
☐ Wall exposed to another wall	3.2.3.14
☐ Protection of exposed soffit (if permitted by 3.2.3.6)	3.2.3.16 / 3.2.3.6 (9.10.12.4)
☐ Wall exposed to adjoining roof	3.2.3.15
☐ Class A, B or C roof covering	3.1.15.2

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

	☐ 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)
	☐ Wired glass and glass block in fire separations	3.1.8.14 (9.9.4.3)
	☐ Temperature rise rated doors	3.1.8.15 / 3.1.8.17 / Table 3.1.8.15 (9.10.13.1)
	☐ Fire dampers / ☐ 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

☐ Types of exits / ☐ Minimum of 2 exits	3.4.1.4 / 3.4.2.1 (9.9.2.1 / 9.9.8.2)
☐ Distance between exits	3.4.2.3 (9.9.8.4)
☐ Travel distance and location of exits	3.4.2.4 / 3.4.2.5 (9.9.7.4 / 9.9.8.4)
☐ Travel distance to exit in service space maximum 50 m	3.4.2.4.3 / 3.2.1.1.8
☐ 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)
Exit capacity: ☐ 6.1. mm/person for: ramps <= 1:8, doorways, corridors and passageways ☐ (9.2 mm/person for: ramps > 1:8, stairs (rise > 180 mm or run < 280 mm) ☐ 8 mm/person for stairs (rise < = 180 mm and run >= 280 mm)	3.4.3.2
☐ Exit width encroachments permitted	3.4.3.3 (9.9.5.4 – 9.9.6 / 9.8.7.6)
☐ Headroom	3.4.3.4 (9.9.3.4 – 9.8.2.2 / 9.8.6.4 / 9.9.6.2)
☐ Flame spread rating for exits	Table 3.1.13.2. / Table 3.1.13.7 (9.10.17.1)
☐ Fire separation of exits	3.4.4.1. / 3.4.4.2 / 3.4.4.3 (9.9.4.2)
☐ Integrity of exits	3.4.4.4.
☐ Minimum 3 risers	3.4.6.2 (Exception 3.3.2.14) (9.8.3.2)
☐ Treads and risers	3.4.6.8 (Table 9.8.4.1 / Table 9.8.4.2)
☐ Maximum of 3.7 m per flight, except Group B2	3.4.6.3 (9.8.3.3)
☐ Length and width of landing	3.4.6.4 (9.8.6.3 – Table 9.8.6.3)
☐ Number and height of handrails	3.4.6.5 (Table 9.8.7.1 / 9.8.7.4)

	☐ Height of openings on guards	3.4.6.6 (9.8.8.6)
	☐ Number of handrails for stairs > 1100 mm	3.4.6.5 (Table 9.8.7.1)
	☐ Exit signs / ☐ Sign for basement stair	3.4.5.1. / 3.4.5.2 (9.9.11.2 / 3 / 4)
	☐ Gradients for ramps / ☐ 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)
	☐ Horizontal exits / ☐ Exterior passageways	3.4.6.10 / 3.4.1.5 / 3.4.4.3 (9.9.2.1.3)
	☐ Exit at interconnected floor spaces	3.4.3.2.6
	☐ Landings 300 mm wider and longer than door	3.4.6.11 (9.9.6.6)
	☐ Door swing / ☐ Sliding doors in exits	3.4.6.11 / 3.4.6.12 / 3.4.6.14 (9.9.6.4 / 5)
	☐ Exit doors to be self-closing	3.4.6.13
	☐ Release hardware	3.4.6.16 / 3.3.2.7 (9.9.6.7)
	☐ Doors openable from inside without key	3.4.6.16 (9.9.6.7)
8	SAFETY REQUIREMENTS WITHIN FLOOR AREAS:	
	☐ Means of egress from roof and terraces	3.3.1.3.3 (9.9.7.1.1)
	☐ Double doors into public corridor, exit in opposite directions	3.3.1.3.9 (9.9.7.2.2)
	☐ Roof top enclosure > 200 m², 2 means of egress	3.3.1.3.6 (9.9.7.1.2)
	☐ 2 means of egress required for service spaces greater than 200 m² or travel distance > 25 m	3.3.1.3.7
	☐ 2 egress doorways; min. 1/3 diagonal separation	3.3.1.5 (9.9.7.4)
	☐ Travel distance	3.3.1.6 (9.9.7.6)
	Doors in access to exit: ☐ Minimum 800 mm for single leaf clear opening ☐ Minimum 800 mm for active leaf in double door ☐ Readily openable without use of keys ☐ 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)
	☐ Hazardous substances	3.3.1.2 / BCFC (9.10.1.3.4)
	☐ Design of hazardous areas	3.3.6 / BCFC (9.10.1.3.4)
	☐ Door swing : Occupant load > 60 or F1 occupancy must swing in direction of exit travel	3.3.1.11 (9.9.6.5.2)
	☐ Minimum width of corridor	3.3.1.9 / 3.3.3.3.3 (9.9.3.3)
	Capacity of access to exit: ☐ Corridors, passageways, doorways, and ramps not more than 1in 8 – 6.1 mm/person ☐ Stairs ☐ Ramps > 1 in 8 – (9.2 mm/person ☐ B2 and B3 occupancies – 18.4 mm/person	3.3.1.17 / 3.4.3.2.1 – 8
	☐ Guards at roof, shaft, balcony, etc.	3.3.1.18 (9.8.8.3)
	☐ Protection of openable windows	3.3.4.8 (9.8.8.1.5)
	☐ Explosion venting	3.3.1.20 (9.32.1.1.2)
	☐ Flame spread rating ☐ Flame spread rating in elevator cab	3.1.13.2 / Table 3.1.13.2 / 3.1.13.11 (9.10.3.2)

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

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

	Plumbing Facilities 3.7.2.:			
	Occupancy	*# of persons of each sex*	*# of water closets required*	*# of water closets provided*
14	**REQUIREMENTS FOR DISABLED PERSONS:**			

When required: ☐ New buildings – not required in: Group C occupancy, Group F1 occupancy, Group E < 50 m², certain 2-storey buildings with max. 600 m² above or below first storey ☐ Areas requiring barrier-free path of travel ☐ Existing buildings	3.8.2.1 (9.5.2.1) 3.8.3.1 3.8.4.1
☐ Main entrances	3.8.3.5 (9.5.2.1)
☐ Width of path of travel – minimum 1500 mm	3.8.3.2 (9.5.2.1)
☐ Ground and floor surfaces	3.8.3.2 (9.5.2.1)
☐ Viewing positions	3.8.3.15 (9.5.2.1)
Parking:	
☐ Access to parking areas	3.8.2.3 / 3.8.2.38 (9.5.2.1)
☐ Number of stalls required	3.8.3.4 (9.5.2.1)
☐ 3.7 m wide	3.8.3.4 (9.5.2.1)
☐ Identification required	3.8.3.4 (9.5.2.1)
☐ Surface treatment	3.8.3.4 (9.5.2.1)
Accessible washrooms:	
☐ Where required	3.8.2.3 (9.5.2.1)
☐ Water closet stalls min. 1500 mm x 1500 mm	3.7.2.10.2 (9.5.2.1)
☐ Door min. 800 mm clear opening accessories	3.7.2.10.2 (9.5.2.1)
☐ Water closets	3.7.2.10.3 (9.5.2.1)
☐ Location of urinals	3.7.2.10.6 (9.5.2.1)
☐ Grab bars, wash basins, mirrors	3.7.2.10.4 / 5 / 7 (9.31.2.3)
☐ Universal toilet rooms	3.7.2.10.9 (9.5.2.1)
☐ Bathtubs / ☐ Showers	3.7.2.10.10 / 11 (9.5.2.1)
☐ Doors and vestibules in barrier-free path	3.3.1.13 (9.5.2.1)
☐ Power doors in hotels, B2, B3, A, D, or E > 500 m²	3.8.3.5.4 (9.5.2.1)
Ramps:	3.8.3.3 (9.8.5.1.2)

	☐ Minimum width (915 mm or 1500 mm	
	☐ Maximum gradient	9.8.5.4 (3.8.3.3)
	☐ Handrails and guards	3.8.3.3 (9.8.7.1 – Table 9.8.7.1)
	☐ Elevators	3.5.2. / CSA B44
	Special occupancy requirements: ☐ Apartment/Cadmium buildings ☐ Business and Personal Services ☐ Mercantile	 3.8.2.27 3.8.2.32 3.8.2.36
	☐ Protected zones for disabled persons	3.8.3.19
15	**ALTERNATIVE SOLUTIONS:**	
	Alternative Solutions Report: ❒ Submitted / ❒ Required / ❒ Not Required	
	Summary of the Alternative Solution(s):	

CITY OF PRINCE GEORGE

PRINCE GEORGE FIRE RESCUE SERVICE
FIRE PREVENTION BRANCH
1111 – 7th Ave. | Prince George, BC, Canada V2L 3N8
p: 250.561.7667 | www.princegeorge.ca

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.

<u>Section 1 - Appointment of Supervisory Staff</u>

- 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

<u>Section 2 - Responsibilities of Supervisory Staff</u>

- 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

CITY OF PRINCE GEORGE

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: _____

Edoc 525469