

DISTRICT OF WEST VANCOUVER

FIRE & RESCUE SERVICES

760-16TH STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: firedepartment@westvancouver.ca



FIRE SAFETY PLAN & PRE-INCIDENT PLAN DRAWING REQUIREMENTS

The Fire Safety Plan & Pre-Incident Plan Drawing Requirements have been designed to assist your fire safety planning service in preparing your plans to meet the specifications required as outlined by West Vancouver Fire & Rescue.

Site & Floor Plan drawings shall be oriented with the Fire Department entrance at the bottom of the page, regardless of the north arrow direction.

DRAWING REQUIREMENTS	FIRE SAFETY PLAN	PRE-INCIDENT PLAN
DOCUMENT FORMAT		
Site & Floor Plan drawings shall be 11" x 17", coloured, landscape format	✓	✓
Site & Floor Plan drawings shall be oriented with the Fire Department entrance at the bottom of the page, regardless of the north arrow direction.	✓	✓
All drawings shall be submitted in PDF format.	✓	✓
All drawings shall include all pertinent symbols found on the Fire Safety Plan & Pre-Incident Plan Drawing Symbols	✓	✓
ADDITIONAL REQUIREMENTS (IF APPLICABLE)		
Location of all buildings on-site (bold black outline) including addresses	✓	✓
2 streets (at minimum) must be shown on site plans	✓	✓
Overhead Power Lines	✓	✓
Perimeter Fences / Gates	✓	✓
Location of Storm Drains (if Hazardous Materials are on-site)	✓	✓
Outline of Underground Parking - Weight limited access areas for vehicles over underground/open spaces shall be crosshatched and weight limit noted	✓	✓
Access to Underground Parking	✓	✓
Designated Fire Lane Access	✓	✓
Overhead Doors	✓	✓
Outside Stair Access	✓	✓
Location of Hazardous Materials (class numbers / symbols)	✓	✓
Location of Man Traps	✓	✓

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ADDITIONAL INFORMATION

SITE ADDRESS

Site Address is the legal address or addresses for the site name. See example drawing for font size, colour and formatting requirements. The following are examples of acceptable address formats:

- 1234 Marine Drive
- 1234, 1236, 1238 Marine Drive
- 1234 to 1270 Marine Drive
- 1234 17th Street

BUILDING NAME

Building Name refers to the name of complex, building, business, etc. See example drawing for font size, colour and formatting requirements.

DRAWING NAME

See example drawing for font size, colour and formatting requirements. The following are examples of drawing names:

- Site Plan
- Basement Plan
- U/G Floor #1
- U/G Parking Level 1, 2, etc.
- Ground Floor Plan
- First Floor Plan
- Second Floor Plan
- Roof Plan
- Mezzanine Plan
- Mechanical Floor Plan

PRE-INCIDENT PLAN

The Pre-Incident Plan # should correspond to the West Vancouver Fire & Rescue Pre-Incident Plan # based on the building address. The Pre-Incident Plan # will be assigned by the Fire Prevention Division during the review process. See example drawing for font size, colour and formatting requirements.

MAP GRID

The Map Grid # should correspond to the West Vancouver Fire & Rescue Map Grid # based on the building address. The Map Grid # will be assigned by the Fire Prevention Division during the review process. See example drawing for font size, colour and formatting requirements. Contact firedepartment@westvancouver.ca for PIP and map grid numbers prior to submission.

NORTH ARROW

The North Arrow indicates where North is when looking at the drawing in normal orientation. See example drawing for location and orientation. Site & Floor Plan drawings shall be oriented with the Fire Department entrance at the bottom of the page, regardless of the north arrow direction.

LEGEND

The Legend shall be located on the lower right side of the drawing in a box using the symbols provided. See example drawing for location and orientation.

DATE

The date refers to the date that the drawing is finalized by the Fire Safety Planning Service technician. See example drawing for font size, colour and formatting.

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STREET NAMES

The following is a list of street types as they shall appear:

TYPE	DESCRIPTION	TYPE	DESCRIPTION
Ave	Avenue	Mall	Mall
Blvd	Boulevard	Pl	Place
Ct	Court	Pt	Point
Cres	Crescent	Rd	Road
Dr	Drive	St	Street
Hwy	Highway	Trail	Trail
Ln	Lane	Way	Way