

DWV Fire & Rescue Services

Plan Check Comments

Standard Fire Department Plan Check Comments

During the permit application stage, the Fire Department provides the following standard comments to all applicants. This is done to ensure that the common Fire Department concerns related to all new construction, can be addressed as early as possible in the development of a new project.

In-Building Communication Systems

District of West Vancouver Radio Amplification Bylaw No. 5164, 2021

Effective Date: December 13, 2021, to be complied with.

<https://westvancouver.ca/government/bylaws-strategies-reports/bylaws/radio-amplification-bylaw> all of the requirements for this system are detailed in Bylaw 5164.

A Letter of Intent must be submitted with the Rezoning/Development Permit application package outlining the intent to incorporate the Radio Amplification System into the proposed project and that the system will meet the requirements of Bylaw 5164.

Note: If the building is a wood frame with no more than one level below grade an exemption may be granted. Consult with a radio communications design company to determine your specific requirements.

Fire Department Architectural Drawing Set

A Fire Department-specific site plan drawing is required in the drawing set. The drawing(s) are to be fully dimensioned, showing building outlines, setbacks, driveways, parking, and fire truck access all clearly noted. All drawings are to be in .pdf format high-resolution files.

This drawing will also include the location and identification of the following:

- Existing and proposed fire hydrant locations.
- Dimensioned distance between hydrant(s) and fire department connections.
- Fire truck access route with weight considerations and turning radiuses noted.
- Clearly identify the Fire Department Response Point.
- FD Response Point is to include:
 - Fire Alarm Annunciator Panel
 - Site graphic
 - FD Lock Cylinder 3"
 - Fire Safety Plan & Operations Box
 - FDC
- Details for *No Parking Fire Lane* signage including road striping shall be indicated on drawings.
- Travel distances to all entrances from the primary access point.
- Fire alarm annunciator location(s), Fire alarm control panel location(s).
- Locations of all Fire Department Connections.
- Fire department access stairs.



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- All entrances and exits from underground parking areas.
- Adjacent City streets for orientation.
- Indicate which buildings are sprinkled and non-sprinklered.
- Rollover curbs for all fire truck access routes to be noted

Paper Work

Prior to the Fire Department recommending occupancy acceptance to the Building Inspector, all documentation required is to be provided to the District of West Vancouver, including, but not limited to:

- Fire Alarm Verification Report and Certificate
- The ULC monitoring certificate is to be posted by the dialer
- Sprinklers Contractors' Materials and Test Certificate (as per NFPA 13)
- Sprinkler Engineer Schedule C/B
- E-Comm In-Building Communications System Verification Report
- Fire and Life Safety Integrated System Test Report as per CAN/ULC-S1001
- Fire Safety Plan for the building is to be submitted to the FPO for review, comment and acceptance as per WVFR and BC Fire Code requirements. The approved Fire Safety Plan is to be placed in a box mounted at the annunciator prior to occupancy.
- Emergency Generator Verification Report
- Fire Pump Report
- Other documentation of fire and life safety systems as may be required.

FD Building Access/Keys

Fire Department Key Cylinders required - 3" size. Fire Department will dictate location(s) and product type. Additional FD Key Cylinders are to be installed at FD's discretion if required.

FD Key Cylinders require coring into a minimum of 8" of rebar-free concrete. FD Key Cylinders require protection from water ingress and must be within 5m of the main entrance under cover and must be installed as per the manufacturer's instructions at the correct angle and orientation.

Building keys are to be provided to the FD for access prior to occupancy being recommended. Access to include Alarm panels, Fire Safety Plan box, two sets of two elevator keys per elevator, all common areas, mechanical and service rooms, roof, cages with hasp type locks, storage and locker rooms, FOBs for electronically controlled doors, parkade door opener remotes. Access to private residential areas is not required.

Key sets to be provided to Fire Department will be clearly labelled, indicating each key's purpose, and combined into one manageable key ring.

Security gates (excluding enclosed storage garages) will be equipped with fire department key cylinders and/or override switches or FOB swipe pads to ensure access.



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The Fire Department will not be responsible for a final audit of locksets and keys. Occupancy will not be recommended by the FD until all key and FOB access issues are resolved to the satisfaction of the FD.

Fire Protection During Construction

Contractors: Once the Fire Danger Rating progresses from HIGH to EXTREME rating, all high-risk construction activity in the interface and/or park area (within 10 metres of the forest) shall cease at 3 pm each day and a minimum two-hour fire watch is required after construction ceases. See details here - **North Shore Interface Construction and Maintenance Protocol for High-Risk Work during Periods of Extreme Fire Danger Ratings.** (see link at end of document)

Storage Garages and Enclosed Storage Garages (Fire Rescue Bylaw No. 5163, 2021)

Design **must not include** storage units, cabinets, or shelving, whether combustible or non-combustible, within Storage Garages and Enclosed Storage Garages.

Enclosed Storage Garages must be designed to allow for visibility of the garage contents in such a way that routine visual inspection by the Fire Department is not impeded by a solid door.

Enclosed Storage Garages must not be marketed as 'Private Storage Garages' as Private Storage Garages are not permitted as per Fire Rescue Bylaw No. 5163, 2021 9.62

Signage, Labels and Graphics

Shop drawings of all labels, signage, and graphics are to be submitted for review and approval by the Fire Department prior to ordering and installation. Metal or rigid plastic is acceptable.

Fire department connections will be clearly marked. Signs will be attached indicating the portions of the building served and will come with graphics and wording indicating maximum operating pressures and sprinkler/standpipe zone information and buildings served. Letters on the designated signs will be a minimum of one (1) inch in height. Signage must be approved by the Fire Department prior to occupancy.

Stair designations are to be Alphabetical. For example, stairs are to be designated as such: A B C D etc. Examples of stair designations that will not be accepted: 1 2 3 4 5, A1 A2 A3 B1 B2 C1 C2

Levels are to be referred to as such, not as Floors on all signage, labels, and graphics.

Stairway labelling and signage will, as a result of the above two points be represented as such, for example, STAIR A LEVEL 14



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Stair labels will be placed on both sides of the doors.

All fire doors are to be identified with a sign, which reads “Fire Door, Keep Closed”

All service room and mechanical room doors will be clearly labelled indicating their purpose: Electrical Room; Water Entry Room; Sprinkler Room; Boiler Room, HVAC Room, Elevator Machine Room; Generator Room etc. ‘No Storage Permitted’ signage is to be posted on all service room and mechanical room doors

All main electrical disconnect switches are to be labelled to allow for immediate identification by firefighters.

All sprinkler system flow switches and tampers are to be clearly marked and accessible to authorized persons as per NFPA13 with metal or rigid plastic signs. This includes proper signage on the valve room door and on access panels for all floor zone, shut-off and control valves.

Complex sites will be required to have exterior signage with a site orientation plan that is visible from the primary response point identifying the building components on the site by address. Additional wayfinding signage may be requested by the Fire Department on complex sites.

Load limit signage will be posted at each entrance to elevated structures. Overhead clearance height signage is required if applicable.

The entrance to the storage garage(s) (parkade) must be clearly identified. Signage will indicate which parkade level(s) each entrance accesses.

Parkade Level marking to be black on white on both sides of pillars on all levels. Minimum every 3rd pillar at a level that is easily detected over the height of a standard parked vehicle.

‘No Storage Permitted’ signage is to be posted in all Enclosed Storage Garages minimum of 9”x4” in dimension in clear view of the parking stall users in red text on white background with a red border.

Bylaws/Documentation/Permits

Prior to occupancy being granted a **Fire Safety Plan and Pre-Incident Plan** will be required as per DWV Guidelines.

<https://westvancouver.ca/business-development/information-businesses/fire-safety-regulations/fire-safety-plan-pre-incident-plan-program>

High-risk construction and demolition activity, as defined in the **North Shore Interface Construction and Maintenance Protocol for High-Risk Work during Periods of**



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Extreme Fire Danger Ratings, will require a site-specific Construction Fire Safety Plan which must be available on site for review by the Fire Chief on request.

https://westvancouver.ca/sites/default/files/dwv/assets/home-building-property/docs/emergency-preparedness/fire-rescue/2022%20WVFR_-_High_Risk_Work_During_Extreme_Fire_Danger_-_Contractors.pdf

As per Fire Rescue Bylaw No. 5163, 2021 8.21

<https://westvancouver.ca/sites/default/files/bylaws/5163%20FIRE%20RESCUE%20BYLAW%205163%202021.pdf>

A **Wildfire Hazard Development Permit** is now needed before constructing most single- and multiple-family homes and coach houses. Any new development must adhere to the requirements provided. A wildfire hazard development permit needs to be approved prior to applying for a building permit.

<https://westvancouver.ca/business-development/building-development/building-permits-inspections/wildfire-hazard-development-permit>

Prior to the commencement of construction, a site-specific **Construction Fire Safety Plan** based on the DWV Construction Fire Safety Plan Guidelines as well as the BC Fire Code will be required. The Construction Fire Safety Plan must include a report from a registered professional for a solution to BC Fire Code 5.6.1.2(1) Protection of Adjacent Buildings Requirement.

<https://westvancouver.ca/business-development/information-businesses/fire-safety-regulations/fire-safety-plan-pre-incident-plan-program>

A **Rescue Service Agreement** must be entered into with West Vancouver Fire & Rescue Services prior to a tower crane becoming operational. Application for this service is made through THARRP (Technical High Angle Rescue Rope Program) which is administered by the [BC Construction Safety Alliance](#).

The setup and de-mobilization of a tower crane in West Vancouver will require a Street Occupancy Permit. Engineering & Transportation: streetoccupancy@westvancouver.ca

If shipping containers are to be used on-site, they must comply with DWV Bylaw No. 5163, 2021 Shipping Containers 9.66 – 9.73

Hot Works, Dangerous Goods/Compressed Gas Permits must be obtained as per Fire Rescue Bylaw No. 5163, 2021 Part 11

<https://westvancouver.ca/economy/fire-safety/commercial-fire-safety/fire-permits#:~:text=The%20BC%20Fire%20Code%20requires,require%20a%20Fire%20Safety%20Plan.&text=For%20restaurants%20and%20bars%2C%20the,Occupant%20Load%20Permit>



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