

# THANK YOU FOR APPLYING FOR A BUSINESS LICENSE IN THE CITY OF PORT COQUITLAM!

This brochure will assist you with the Fire Department portion of your business license. Every business in our community is required to operate in accordance with City Bylaws, the BC Fire Code and the Fire Safety Act.

## YOUR PARTICIPATION IN THIS INSPECTION PROCESS IS MANDATORY.

The purpose of this initial inspection is to ensure your business meets life safety standards to protect the lives of your employees, customers, firefighters and you from the harmful effects of fire. Compliance also protects your property and equipment investment.

## LOOK INSIDE THIS BROCHURE TO FIND OUT HOW YOU CAN HELP SPEED UP THE APPROVAL PROCESS FOR YOUR BUSINESS LICENSE APPLICATION.

### FIRE & EMERGENCY SERVICES BYLAW #4395 STATES:

"Where an owner or occupant has been notified of an inspection to be conducted under this Bylaw or any other enactment relating to fire safety, the owner or occupant must attend at the premises at the date and time specified in the notice to provide access for an inspection. If the owner or occupant does not attend on the inspection date, without explanation in advance, a fee will be charged for that inspection attempt and each additional inspection attempt required in accordance with Schedule G in the Fees & Charges Bylaw."

After a business license is issued, inspections will take place on either an annual or biennial basis, depending on the building use.

### WHAT HAPPENS IF VIOLATIONS ARE FOUND?

If any violations are noted under Bylaw #4395, the BC Fire Code or the Fire Safety Act during the inspection, the Officer will write an Order of Deficiencies to have the violation corrected and to schedule a re-inspection date.

### THE COST OF NON-COMPLIANCE

If an Order of Deficiencies is not complied with upon re-inspection, a fee of \$150 will be charged for that inspection. Any further-inspections that are non-complying will result in fees of up to \$400 for each subsequent re-inspection. Failure to pay the fee(s) will result in the costs being added to the building's property taxes.

# Contact Us



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此文件有关消防安全服务，非常重要。  
如果您无法阅读这本小册子，务必请  
人为您翻译。

このパンフレットは火災防止のため  
の重要なパンフレットです。  
もしこのパンフレットの内容が分か  
らないときは、分る人に訳してもら  
ってください。

이 책자는 화재 안전관리에 관한 팜  
플릿입니다. 본인이 이 책을 읽을 수  
없는 경우, 타인에게 번역을 부탁하  
여 내용을 익히십시오.

CITY OF PORT COQUITLAM

# BUSINESS LICENSE FIRE INSPECTIONS



## Port Coquitlam Fire & Emergency Services Inspection Appointment

You have an appointment to meet with a member  
of Fire Protective Services at the business  
address listed on your business license  
application on :

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Please read prior to your  
Fire Department Inspection.

# HOW YOU CAN SPEED UP THE APPROVAL PROCESS FOR BUSINESS LICENSE APPLICATIONS

The following is a checklist of some basic safety items we will be inspecting. Your cooperation in dealing with these items prior to our first inspection appointment will assist in a quicker recommendation from Fire & Emergency Services that the City issue your business license.



## HOUSEKEEPING AND STORAGE

- An approved metal container with a tight-fitting cover is provided for oily rags and similar materials.
- Combustible rubbish is removed from the occupancy at least once each business day.
- In sprinklered buildings, a clearance of not less than one meter between the top of storage and the underside of the floor or roof deck is maintained.
- Boiler, mechanical and electrical rooms are free of combustible storage.
- Ensure that commodities stored on racking comply with the sprinkler system's design limitations
- All compressed gas cylinders are secured to keep them from falling over.

## EXITS

- Exit pathways, aisles and corridors are not obstructed in any way.
- Emergency lights are installed and functioning properly and have been serviced and tagged in the last year.
- Exit doors are operable from the inside without the use of a key or any special knowledge or effort. They are not locked, chained, bolted, barred or otherwise rendered unusable.
- Exit signs and exit illumination are in proper working order.

## GENERAL

- No flammable/combustible liquids or other hazardous materials are utilized within this occupancy. Exception: cleaning supplies in limited amounts for building maintenance.
- Address numbers are clearly visible and legible from the street or road fronting the property. Access to fire hydrants and other fire protection equipment is not obstructed.
- A one-meter clear space is maintained around fire hydrants.
- A minimum of one 2A 10 BC fire extinguishers is mounted on the wall and available within 50 feet of walking distance from any location within the occupancy, and on each level. This may vary depending on your occupancy.
- All fire extinguishers are in operable condition and have been serviced and tagged within the last year.
- Extension cords are used only with portable appliances.
- Extension cords - except for approved multi-plug extension cords - serve only one portable appliance.
- Extension cords are not affixed to structures, do not extend through walls, ceilings, floors or under doors or floor
- Coverings are subject to environmental or physical damage.
- Fire lanes are properly identified and marked in accordance with City of Port Coquitlam requirements.
- All buildings equipped with a fire alarm are required to have a Fire Safety Plan. Certain dangerous processes also trigger Fire Safety Plan requirements.
- A clear and unobstructed means of access to the electrical panel



## FIRE PROTECTION SYSTEMS

- All fire protection systems and appliances are in an operative condition.
- Access to and clearance around the fire sprinkler riser is maintained.
- The automatic fire sprinkler system has been serviced within the last year and a tag documenting that service is affixed to the riser.
- The kitchen hood fire extinguishing system, if there is one, has been serviced in the last six months and a tag documenting that service has been attached to the manual activation handle.
- One K-Class fire extinguisher is provided within 30 feet of commercial cooking equipment if there is a hood fire extinguishing system.
- Fire alarm systems have been tested and serviced within the last year and a tag documenting that service is affixed to the fire alarm panel.
- All sprinklered warehouses with high-rack storage (in excess of 12 feet) are seismically protected and conform to the building's sprinkler system design criteria.

### Businesses with high-rack storage:

Commodities stored on rack shelving must comply with height regulations in the current BC Fire Code and NFPA 13. It is the responsibility of the applicant to ensure sprinkler coverage complies with the base building fire sprinkler design, and consultation with a fire protection engineer is recommended.