



City of
Burnaby

City of Burnaby Fire Department
604-294-7195
fire@burnaby.ca

Fire Safety and You

This document contains information about your responsibilities, as a building owner, under the British Columbia Fire Code.

Business Licence Applicant

Your application for a new business licence at your current occupancy has been referred to the Burnaby Fire Department.

The Department has implemented a self inspection program for the owners of businesses seeking business licence approval. It is ultimately the owner's responsibility to ensure the protection of life and property from fire in compliance with the B.C. Fire Code.

The Department will reasonably assist in matters of fire prevention; however, good housekeeping, approved storage of flammable liquids, responsible management of smoke materials and all open flame devices are the first and primary steps to proper fire prevention. Below is a fire code checklist common to most types of buildings.

If your occupancy requires the assistance of this Department with a more complete and immediate review of your present state of fire and life safety issues, please contact the Burnaby Fire Prevention Office at 604-294-7195 between the hours of 8:00 am to 5:00 pm Monday to Friday.

FIRE CODE CHECKLIST FOR ALL BUILDINGS

The following responsibilities are common to all buildings under the Fire Code, other than dwellings:

Address must be visible from the road and lane, free from foliage and should be in a contrasting colour.

Outdoor storage areas must be in good condition and arranged in a manner that minimizes fire risk.

Fire hydrants must be accessible, free of damage and serviced within the specified date.

Garbage disposal: Commercial containers must be kept closed when not in use and be located three metres from combustible buildings. If kept inside, commercial containers should have tight-fitting lids and be kept in fire-separated rooms.

Exit corridors must lead to an approved exit, such as an exterior door or exit stair shaft. The route must be free of obstruction. Exterior passageways and stair in occupied buildings must be free of snow and ice and have handrails and stair treads.

Exit doors must not be locked or blocked from either the inside or outside. They must be unlocked from the inside when the building is occupied. They must be equipped with latching hardware that will release when a force of 20 pounds or less is applied. Stairwell doors must be equipped with self closing and latching devices that latch the door shut when released. Draperies and mirrors are not permitted.

Fire doors must not be blocked or wedged open, including stairwell doors.

Storage areas must be kept free of excessive clutter, with aisle widths of at least 36 inches in larger rooms.

Mechanical rooms (such as boiler, furnace or electrical rooms) must provide clear access to equipment, and, in the case of boiler rooms, must contain no storage. Distribution panels should have a clearance of at least 18 to 24 inches. In the breaker box, all switches and/or fuses should be identified, including the fire alarm breaker. Doors must remain closed, with self-closing devices in boiler rooms.

Laundry rooms: Keep rear of machines free of dust and lint. Lint traps must be cleaned regularly, with lint waste disposed of safely. Ensure electrical connections are not a fire hazard. Doors are to be kept closed with a self-closing device.

Fire separations must have no holes or openings that compromise their purpose.

Fire alarm systems must have a working A/C power-on bulb, be kept in good working condition with no audible or visual damage. They must have a current service tag (dated within the last 12 months) and up-to-date logbook. Electrically supervised alarm (with trouble alarm and light) must be inspected and tested by qualified personnel at least once per year. Systems that aren't electrically supervised must be inspected and tested by qualified personnel each month.

Fire department vehicle access must always be available to at least one face of every building via a street, yard or private roadway.

Exit Lighting, Exit Signs & Emergency Lighting

In conformance with the BC Building Code, exit lighting & exit signs shall be illuminated during times when the building is occupied. Emergency lighting shall be maintained in operating condition as per Section 6.5 of the Fire Code.

Fire Extinguishers located so as to be accessible. Installed in accordance with NFPA 10 whereas the owner has an obligation for the care and use of the extinguisher at all times.