



CONSTRUCTION FIRE SAFETY PLAN, FIRE SAFETY PLAN, AND PRE-INCIDENT PLAN REVIEW PROCESS

Review Standard

- The District of North Vancouver Fire & Rescue Services (DNVFRS) reviews Fire Safety Plans (FSP), Construction Fire Safety Plans (CFSP), and Pre-Incident Plans (PIP) for compliance with the British Columbia Fire Code, applicable District bylaws, and DNVFRS operational requirements.

Purpose

To establish a standardized process for the submission, review, approval, and maintenance of:

- Fire Safety Plans (FSP)
- Construction Fire Safety Plans (CFSP)
- Pre-Incident Plans (PIP)

Scope

Applies to

- Multi-family residential
- Commercial
- Industrial
- Institutional
- High-rise
- Construction sites
- Temporary buildings
- Hazardous occupancies
- Special event structures (where required)

To promote consistency and timely approvals, submissions are evaluated using two categories:

Major Omissions

Major omissions are deficiencies that affect life safety, firefighter safety, emergency response, or compliance with the BC Fire Code. Plans containing one or more major omissions will be returned for revision.

Examples include, but are not limited to:

- Missing emergency procedures required by the BC Fire Code.
- Missing designation of the Fire Safety Director or responsible site personnel.
- Missing fire watch procedures where required.
- Missing inspection, testing and maintenance procedures.
- Missing site plans or floor plans.

- Missing information on fire protection systems, including sprinkler, standpipe, fire alarm, fire pump or emergency power systems.
- Missing Fire Department access information.
- Missing emergency contact information.
- Missing construction fire safety requirements required under Section 5.6 of the BC Fire Code.
- Submission of plans that do not accurately reflect the existing building or construction site.

Minor Deficiencies

Minor deficiencies are administrative or technical errors that do not significantly affect life safety or emergency operations but require correction before final approval.

Examples include, but are not limited to:

- Incorrect civic address.
- Incorrect occupancy or construction classification.
- Minor drafting or formatting errors.
- Missing or inaccurate descriptions of individual fire protection systems.
- Incorrect contact information.
- Minor inconsistencies between the written plan and site drawings.

Physical Site Verification

- All Fire Safety Plans and Pre-Incident Plans shall be based on a current physical site assessment of the building or construction site.
- Plans prepared solely from architectural drawings, without verification of existing site conditions where applicable, may be rejected.
- DNVFRS will conduct an on-site visit to verify physical site assessment of the building or construction site (Operational Review).

Operational Review

In addition to code compliance, DNVFRS reviews all submissions from an emergency response perspective to ensure information is accurate and useful during fire department operations.

This includes, where applicable:

- Fire Department access routes.
- Fire Department Connection (FDC) locations and signage.
- Hydrant locations.
- Fire department lockbox locations and key information.
- Fire alarm annunciator locations.
- Fire pump and sprinkler control valve locations.
- Standpipe systems.
- Utility shut offs.
- Hazardous materials.
- Building-specific hazards that may affect emergency operations

Review Outcome

Following review, the plan will receive one of the following outcomes:

- **Approved** – The submission satisfies DNVFRS review requirements, and a Letter of Approval will be issued.
- **Revisions Required** – The submission contains one or more deficiencies requiring correction before approval.
- **Rejected** – The submission contains significant omissions or does not meet the minimum review requirements. A complete resubmission will be required.

Review Fees

Review fees are established in accordance with the District of North Vancouver's current Fees and Charges Bylaw.

Unless otherwise exempt, the following fees apply to the review of:

- Fire Safety Plans (FSP)
- Construction Fire Safety Plans (CFSP)
- Pre-Incident Plans (PIP), where applicable
- Revised or resubmitted plans requiring additional technical review

The standard review fee includes up to two (2) hours of technical review. Additional review time will be billed at the hourly rate established by the current Fees and Charges Bylaw.

Where significant revisions or multiple resubmissions are required, additional review fees may apply.

Review fees are payable regardless of whether the submission is approved or requires revisions. A Letter of Approval will not be issued until all applicable review fees have been paid.

Service & Fees

Service	Fee
Initial Fire Safety Plan / Construction Fire Safety Plan Review (first 2 hours)	\$189.00
Additional Technical Review (per hour)	\$94.50
Additional review resulting from revised or resubmitted plans (per hour)	\$94.50

Fees are subject to amendment in accordance with the District of North Vancouver Fees and Charges Bylaw.

Submission Guidance

The District of North Vancouver Fire & Rescue Services is committed to working collaboratively with Fire Safety Planners, consultants, property owners, and developers to facilitate an efficient and consistent review process.

To assist in obtaining timely approval, Fire Safety Planners are strongly encouraged to review all applicable legislation, codes, standards, and DNVFRS requirements before submitting a Fire Safety Plan (FSP), Construction Fire Safety Plan (CFSP), or Pre-Incident Plan (PIP). This includes, but is not limited to, the British Columbia Fire Code, applicable DNVFRS guidelines, submission requirements, and supporting documentation.

Complete and accurate submissions help to:

- Reduce review times and approval delays.
- Minimize the number of revisions and resubmissions.
- Improve the quality and consistency of submitted plans.
- Reduce costs associated with additional technical reviews.
- Support efficient project timelines.
- Ensure fire and life safety requirements are adequately addressed.
- Provide emergency responders with accurate and reliable information for effective incident response.

DNVFRS encourages Fire Safety Planners to verify that all required documentation, drawings, and supporting information have been included and accurately reflect existing site conditions or the proposed scope of work before submission.

Well-prepared submissions contribute to a more efficient review process, reduce overall project costs, and support the shared objective of maintaining a high standard of fire and life safety throughout the District of North Vancouver.

Our Commitment

District of North Vancouver Fire & Rescue Services is committed to providing a fair, consistent, and technically sound review process. We value collaboration with Fire Safety Planners and industry professionals and strive to deliver timely reviews while ensuring compliance with applicable codes, standards, and operational requirements that protect the community and support firefighter safety.



District of North Vancouver Fire Rescue Services