

**The District of Elkford Fire Department will contact you to schedule an inspection once your business licence application has been received. Please allow two to four weeks from submitting the initial application.**

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

Elkford Fire Rescue is dedicated to improving the safety of businesses within our community.



Every business in our community is required to operate with a valid business licence in accordance with the District of Elkford bylaws, the B.C. Fire Code and the Fire Services Act.

Businesses with a change of ownership are required to get a new business licence. When moving into an existing occupied floor area with no change to occupancy type (such as a new doctor's office in an existing doctor's office, hair or nail salon, or shared office space), may continue to operate as usual prior to our inspection.

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**Elkford Fire Rescue**  
District of Elkford Fire  
Department

2300 Balmer Drive  
Elkford, British Columbia V0B 1H0  
250.865.4020 | [Fire@elkford.ca](mailto:Fire@elkford.ca)



# **Business Licence Pre-Inspection Checklist**

**Elkford Fire  
Rescue**

District of Elkford Fire Department



These are the basic safety items we will be inspecting. Your cooperation with these items **prior to our inspection** will assist in processing your application.

### Address and Unit Numbers

- ❑ Address numbers are at the required size and are clearly visible and legible from the street or road fronting the property as per District Bylaws and B.C. Fire Code.
- ❑ Unit numbers to be posted on the front and (rear doors if applicable) in such a manner as to be easily visible from a distance.

### Access for Firefighting and Emergency Access Routes

- ❑ Fire lanes are clearly marked, unobstructed and maintained.

### Fire Hydrants and Fire Department Connections

- ❑ Access to fire hydrants, fire department connections and other fire protection equipment is not obstructed.
- ❑ A one metre (3 ft) clear space is maintained around the hydrants and fire department connections.

### Smoking

- ❑ Designated safe smoking areas are provided.

### Fire Extinguishers

- ❑ A minimum of one 2A10BC fire extinguisher mounted on the wall and available within 25 metres (75 ft) of walking distance from any location within the occupancy, and on each level. This may vary depending on occupancy.
- ❑ All fire extinguishers are in operable condition and have been serviced and tagged within the last year.
- ❑ One K-class fire extinguisher is provided within 10 metres (30 ft) of commercial cooking equipment if there is a kitchen suppression system.

### Exit and Exit Doors

- ❑ Access to exits, aisles, and corridors are not obstructed in any way.
- ❑ Emergency lights are installed, 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 (must not be locked, chained, bolted, barred, or otherwise rendered unusable when the building is occupied).
- ❑ Exit signs and exit lighting shall be illuminated when the building is occupied.

### Fire Protection Systems

- ❑ All fire protection systems and appliances are in an operative condition and have been serviced within the last year.
- ❑ Access to, and clearance around, the fire sprinkler riser is maintained.
- ❑ The automatic fire sprinkler and fire alarm systems have been serviced within the last year, and a tag documenting that service is affixed to the riser.
- ❑ The kitchen hood fire extinguishing system has been serviced and cleaned in the last six months, and a tag documenting service has been attached to the manual activation handle.

### Housekeeping and Storage

- ❑ For oily rags and similar materials subject to spontaneous combustion, must have an approved metal container with metal cover that is close fitting and self-closing
- ❑ In unsprinklered buildings, a clearance of not less than one metre (3 ft) between the top of storage and the underside of the floor or roof deck must be maintained.
- ❑ Boiler, mechanical and electrical rooms are free of storage.
- ❑ Combustible waste materials in and around the building shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard.
- ❑ All compressed gas cylinders are to be secured in an upright position to keep them from falling over.

### Extension Cords

- ❑ Only utilized for temporary occasions and must not be used in series.
- ❑ Except for approved multi-plugged cords, extension cords must only serve one portable appliance/device at a time.
- ❑ Must not be affixed to structures, are not extended through walls, ceilings, floors, or under doors or floor coverings; are not subject to environmental or physical damage.

### High-Rack Storage

- ❑ Commodities stored on rack shelving must comply with height regulations in the current B.C. Fire Code. It is the responsibility of the applicant to ensure sprinkler coverage complies with the base building fire sprinkler design; consultation with a fire protection engineer may be required.
- ❑ Owners Information Certificate may be required for the intended commodities storage.