

WEST VANCOUVER FIRE & RESCUE SERVICES

760-16TH STREET, WEST VANCOUVER BC V7V 3S1

T: 604-925-7375 | F: 604-925-5911

E: firedepartment@westvancouver.ca



FSP, PIP and CFSP Review Process

External Guide (2026)

West Vancouver Fire & Rescue Services reviews Fire Safety Plans (FSP), Pre-Incident Plans (PIP) and Construction Fire Safety Plans (CFSP) for adherence to the British Columbia Fire Code. The Fire Prevention Office will look to see if the plan is accurate, complete and is a proper representation of the building or proposed building and follows the guidelines provided below.

Fees for Review

- All required documentation is to be submitted by email to firedepartment@westvancouver.ca
- West Vancouver Fire & Rescue Services will charge \$175.00 for the first two hours of review. After the first two hours, each additional hour will be charged at \$175.00.
- Construction Fire Safety Plans will not be charged a review fee.

Review Standard

To ensure rapid approval, West Vancouver Fire & Rescue audits submissions based on two categories, Major Omissions and Minor Deficiencies. Consistent high-quality submissions (two consecutive plans with less than 2 minor deficiencies) qualify a provider for the WVFR Approved Fire Safety Planners List.

- Major Omissions: Missing core safety elements required by BCFC 5.6.1.3, such as emergency procedures, fire watch designation, or hazard control measures. All plans must be based on a current physical site audit. Submission of plans based solely on architectural drawings for existing buildings is a Major Omission.
- Minor Deficiencies: Clerical errors or missing secondary details (e.g., incorrect construction type, or address typos).
- A rejected plan will trigger a notice to the planner indicating the items to be corrected.

Upon Approval

Upon review and acceptance, the Fire Department will issue a letter or an email of acceptance this letter shall be placed in the front of the Fire Safety Plan Binder. As per District Bylaw, all buildings requiring an FSP must install a Fire Safety Plan Box to house the approved physical binder inside the primary entrance to the building.

Notice to Planners: The Vital Information Form is no longer required to be submitted with the documents.

Fire Safety Plans

Below are the guidelines for all buildings requiring a Fire Safety Plan as provided by the [Fire Prevention Officer's Association of BC](#). The Fire Safety Plan shall meet the Emergency Planning Requirements, Current [BC Fire Code](#) and [Local Regulations](#). The Fire Safety Plan shall be "SITE & BUILDING SPECIFIC". All unrelated information shall be removed from templates.

- **Digital Format & Naming Conventions for all Submissions**
 - File Format: Submit as a high-resolution, vector PDF format, no scanned documents.
 - Naming Convention: Files must be named using the following standard:

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- FSP: [Address] FSP.pdf (e.g., 760 16th St FSP.pdf)
- PIP: [Address] PIP.pdf (e.g., 760 16th St PIP.pdf)
- CFSP: [Address] CFSP.pdf (e.g., 760 16th CFSP.pdf)

▪ **Physical Binder Standards for all submissions**

- Binder: A standard 3-ring binder, red in color.
- Identification: The building address must be clearly displayed on the front cover.
- Cover Page: Must include the building name, address, and a high-resolution color photograph of the main entrance.
- Do not submit physical binders to the fire department.

▪ **FSP Contents**

- Table of Contents
- Fire Department Information
- Site Plan Drawings
- Floor Plan Drawings
- Part 1: Objectives of the Fire Safety Plan
- Part 2: Supervisory Staff
- Part 3: Instructions to Occupants
- Part 4: Inspection, Testing & Maintenance of Fire Protection Equipment
- Part 5: Reports & Checklists
- Part 6: Legal basis for Fire Safety Planning
- Part 7: Definitions
- Appendix: Alternative Solutions (New Construction) Any special information pertaining the building, Hot Works etc.

▪ **Tabs**

- Table of Contents: Red background with Black lettering
- Fire Department Information: White background with Black lettering
- Site Plan Drawings: Red background with Black lettering
- Floor Plan Drawings: Red background with Black lettering
- Part One: Red background with Black lettering
- Part Two: Red background with Black lettering
- Part Three: Red background with Black lettering
- Part Four: Red background with Black lettering
- Part Five: Red background with Black lettering
- Part Six: Red background with Black lettering
- Part Seven: Red background with Black lettering

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- Appendix: White background with Black lettering

- **Drawing Requirements**
 - Orientation: All floor plans and site plans must be oriented with the Fire Department access point at the bottom of the page, regardless of True North.
 - Format: Site and Floor Plans shall be 11x17 inch-coloured drawings in landscape format.
 - Symbols: Planners must use standard symbols.
 - Do NOT include portable fire extinguishers or manual pull stations on PIP or Construction Site tactical drawings. These icons create visual clutter on field tablets.

- **Drawing Symbols**
 - Only Fire department approved symbols shall used on the drawings and contained within the legend.

- **Content Requirements of the Fire Safety Plan** (Shall be Site/Building Specific)
 - FIRE DEPARTMENT INFORMATION:
 - APPOINTMENT OF THE SUPERVISORY STAFF: EMERGENCY CONTACTS:
 - BUILDING DESCRIPTION (Year of construction, Type of construction, Occupancy)
 - FIRE ALARM DESCRIPTION / LOCATION: (Operating instructions, reset instructions, paging/ fire phones, fire zones, shall be included in this section). Coloured photograph required.
 - FIRE ALARM MONITORING: Company name and contact information.
 - ELECTRICAL DISCONNECT LOCATION:
 - ELEVATORS: (FD: Operating instructions shall be included in this section).
 - EMERGENCY GENERATOR: (Describe what equipment the generator supplies power to and include operating instructions). Coloured photograph required.
 - EMERGENCY LIGHTING: Type and power source
 - EXITING: (All stairways shall be numbered or designated by Numeric, Alphabetical and or by the compass direction).
 - FIRE DEPARTMENT ACCESS ROUTES: Primary / Secondary.
 - FIRE DEPARTMENT CONNECTION: Describe what the FDC services. Coloured photograph required.
 - FIRE DEPARTMENT LOCK BOX DISCRIPTION / LOCATION: Coloured photograph required.
 - FIRE PUMP: (Size, GPM). Operating instructions. Coloured photograph required.
 - FIRE DEPARTMENT ROOF ACCESS: Give location and type, door / hatch. Coloured photograph required.
 - FIRE HYDRANT LOCATIONS: Public/ Private.
 - GAS SHUT-OFF LOCATION: Coloured photograph required.
 - HAZARDS: All hazards shall be identified. If the hazard has a UN # the UN# shall be included with the hazard. Coloured photograph required.
 - SMOKE CONTROL: Describe smoke control measures.
 - SPRINKLER SYSTEM DESCRIPTION / LOCATION: Coloured photograph required.
 - STANDPIPE & HOSE SYSTEM: DESCRIPTION / LOCATION: Coloured photograph required.
 - WATER SHUT-OFF LOCATION: Coloured photograph required.
 - SITE PLAN: All drawings shall be 11 X 17-inch coloured drawings in landscape format.
 - FLOOR PLANS: All drawings shall be 11 X 17-inch coloured drawings in landscape format.

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- PART 1 – OBJECTIVES OF THE FIRE SAFETY PLAN: As per BC Fire Code Division B, Part 2, Section 2.8, Meet requirements of the BC Fire Code and any applicable local regulations.
- PART 2 – SUPERVISORY STAFF DESIGNATION. Shall be site specific
- PART 3 – INSTRUCTIONS TO OCCUPANTS: Shall be site specific
- PART 4 – INSPECTION, TESTING & MAINTENANCE OF FIRE PROTECTION EQUIPMENT: Shall be site specific
- PART 5 – CHECKLISTS & ANNUAL INSPECTION, TESTING, MAINTENANCE REPORTS: Shall be site specific
- PART 6 – LEGAL BASIS FOR FIRE SAFETY PLANNING: As per BC Fire Code Division C, Part 2, Section 2.2. It is the owner or owner's authorized agent who is responsible to carry out the provisions of the BC Fire Code.
- PART 7 – DEFINITIONS: Shall be site specific
- APPENDIX – ALTERNATIVE SOLUTIONS (NEW CONSTRUCTION) ANY SPECIAL INFORMATION PERTAINING THE BUILDING & SITE

Pre-Incident Plans

A Pre-Incident Plans consists of a set of site and floor plan drawings taken from the Fire Safety Plan that have been formatted to be 'Firefighter Specific'. The Pre-Incident Plan includes all life safety symbols except fire extinguishers and pull stations. Planners are to proactively request the PIP # and Map Grid # from the fire department and include them on all PIP drawings. Pre-Incident Plan drawings are to be submitted with all Fire Safety Plans at time of submission.

Construction Fire Safety Plans

A Construction Fire Safety Plan (CFSP) is required prior to the commencement of construction, alteration, or demolition as per the BC Fire Code (BCFC) Sections 2.8 and 5.6, the BC Building Code (BCBC) and [DWV Fire Rescue Bylaw No. 5163, 2021](#).

Note, all CFSP Appendices to include:

- "Protection of Adjacent Building" report relative to Article 5.6.1.2 of the B.C. Fire Code 2018.
- Copy of DWV's [Hot Works Permit](#)
- Copy of DWV's [Dangerous Goods/Compressed Gas Permit](#)
- **On-Site Posting**
 - A durable, weatherproof copy of the approved C-FSP must be posted in the site office.
 - The C-FSP is a living document. Updates are required when the site transitions from Excavation/Shoring to Vertical Construction
- **CFSP Contents**
 - Table of Contents
 - Fire Department Information
 - Part 1: Introduction
 - Part 2: Scope and Purpose

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- Part 3: Emergency Procedures in Case of Fire
 - Part 4: Fire Prevention Guidelines
 - Part 5: Reports and Checklists
 - Part 6: Site and Floor Plan Drawings
 - Part 7: Additional Information and Forms
 - Appendix:
- **Drawing Requirements**
 - Crane, including radius of operation
 - Orientation: All floor plans and site plans must be oriented with the Fire Department access point at the bottom of the page, regardless of North
 - Format: 11x17 landscape
 - Exit paths/stairs
 - Standpipe locations
 - Isolation valves
 - Location of fire protection equipment
 - Building mechanical services
 - Fire hydrants/FD connections to standpipes or sprinklers
 - Site access routes/driveways
 - Site trailer/safety office/emergency stations
 - Electrical/gas services locations/shutoffs
 - Hoarding and fencing
 - Propane and flammable/combustibles storage locations
 - Shipping container locations
 - Muster Point(s)
 - **Site Safety Signage**

The following minimum information must be included on the site posted portion of the Safety Plan:

 - Site civic address with the character size in compliance with Consolidated Building Bylaw No. 4400, 2004. Part 15.1.1
 - Building permit number
 - Municipal Notices to the community i.e. noise variance
 - Emergency phone numbers.
 - Head Office and Site Staff
 - Emergency Services
 - WorkSafeBC
 - Utilities, Hydro, Gas
 - Local Hospital information

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- Construction procedure relating to site access
- Accepted hours of operation per the Noise Control Bylaw
- Sign location(s) must be visible from the street and near the main entry to the site. Multiple signboards may be required to accommodate all necessary information.
- Minimum size of 600 mm x 600 mm
- FDCs must be clearly identified with large red with white lettering signage