

Life Safety Upgrade Permit Application Requirements

- Your contractor needs to apply for a Life Safety Upgrade Permit.
- The owner or engineer is required to complete and submit with the permit application, a form called the “Acknowledgement of Responsibility Form”
- The permit fee is \$100
- Provide three sets of drawings signed and sealed by your electrical engineer. The drawings must indicate the following:
 - Location of fire alarm panel;
 - Location of fire alarm initiating devices (e.g. smoke alarms, heat detectors, pull stations, bells, etc. (heat detectors are required in all suites);
 - Details for the fire alarm monitoring system;
 - The method of protection for emergency conductors;
 - The method of fire-stopping wiring passing through rated walls or ceilings;

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- Fire alarm equipment shop drawings are to be reviewed and sealed by the engineer and be submitted with the design drawings when the permit application is being made.

Life Safety Upgrade Program

Adopted February 28, 2011

Permits and Licenses



Community Development Department

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Life Safety Upgrade Program

Overview

The adoption and implementation of the Life Safety Upgrade Program is a result of Council's concern about a series of fires that have occurred in older multi-unit residential wood frame buildings in the City. The Program is intended to enhance the health and safety of its building's occupants by requiring the upgrade of existing older outdated fire alarm systems with modern systems that improve audibility and fire detection, and notify the Fire Department in the event of a fire.

To carry out this work, the building owner and/or Strata will need the services of a certified electrical contractor and an electrical engineer. The electrical contractor will be required to apply for a "Life Safety Upgrade Permit" to perform the work. The fee for the permit is presently \$100. Permit applications are made in the Community Development Department at City Hall. Three sets of drawings prepared and sealed by the engineer will be required. The drawings must comply with the requirements listed below under "Permit Application Requirements".

The electrical engineer must take full responsibility for the design and installation of the project including field reviews.

The engineer must submit a "letter of assurance" to the electrical inspector when all the permitted work is complete. The letter confirms that all field reviews have been completed and that the fire alarm system operates as required.

The Fire Department will witness a test of the fire alarm system when the work is complete. The engineer or contractor will contact the Fire Department directly (604.980.5021) to arrange for this test.

The building's Fire Safety Plan must also be updated to reflect the changes made to the fire alarm system. The proposed Fire Safety Plan must be submitted to the Fire Department for review and approval.

Permits will be issued within a day or two of the application date. Applications must be made by no later than January 1, 2014.

The Bylaw can be reviewed in detail at:
<http://www.cnv.org/bylaws/bylaws/8090.pdf>

Provisions and Standards

The following provisions and standards apply to the fire alarm design and installation:

- The provisions of 3.2.4 and 9.10.18 of Division B of the 2006 BC Building Code
- CAN/ULC S524 "Installation of Fire Alarm Systems"
- CAN/ULC S537 "Verification of Fire Alarm Systems"
- Section 32 of the Canadian Electrical Code (CEC Part 1)
- 2006 British Columbia Fire Code