



NEW WESTMINSTER

BUSINESS LICENSE APPLICATION – RESIDENT BUSINESS

License Holder:		
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited or Corporation
Trade or Operating Name:		
Business Address:		Postal Code:
Business Telephone: () -		Business Fax No: () -
Are Any Renovations Planned?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide details below:
Mailing Address (if different from above):		
Number of Employees:		Proposed Start Date:
Have you ever held a business license in the City of New Westminster?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, When: Where:
Are you sharing space with an other business at this location: (if yes who)		
Full Description of Business Activity:		

If required, please provide attachment

Licensee Information

Licensee's Name (in full):		Birth Date:
Address:		Postal Code:
Home Tel:	Fax No:	Driver's License:

Partnership Information (if applicable)

Partner's Name (in full):		
Partner's Address:		Postal Code:
Home Tel:	Fax No:	Driver's License:

OFFICE USE ONLY:

Class Number:	Business License No:
Sub Class Number:	Business License Fee: \$
Classification:	Information Confirmed By:

I hereby make application for a business license in accordance with all the information as above stated and declare that this is a true and correct statement and further agree to comply with all the relevant bylaws of the CORPORATION OF THE CITY OF NEW WESTMINSTER.

Personal information contained on this form is collected under the Municipal Act and will be used only for the purpose indicated.

Submitted by: Name _____ Date _____
 Position with business _____
 Signature _____

Safety is #1 for New Westminster Businesses

Welcome to the City of New Westminster. This information brochure is designed to assist you with the Fire Department portion of your Business License application. Every business in our community is required to operate in accordance with City Bylaws, BC Fire Code Regulations and the Fire Services Act.

A member of our Fire Protection Services Division will be attending the business address indicated on your Business License application on the date and at the time which was mutually agreed between you and our Inspector. The purpose of this initial inspection is to ensure that your business meets life safety standards to protect the lives of your employees, customers, fire fighters and yourself from the harmful effects of fire. Compliance also protects property and equipment investments.

When you have reviewed and complied with the items listed in this brochure, call our Fire Protection Division at 604-519-1004 to advise you are ready for a business license inspection.

DAYCARE FIRE INSPECTIONS

- Furnace area shall be segregated from the daycare by a proper fire separation.
- Each facility shall have two means of egress from each floor area.
- All means of egress shall be free of debris.
- The facility shall have a telephone with local emergency numbers posted nearby.
- Locking devices on exit doors shall be readily open able from the inside.
- Electrical outlets shall be protected with secure covers.
- Combustible artwork shall not exceed 20% of the wall or ceiling area.
- Waste receptacles shall be of non-combustible material.
- There shall be one 5lb ABC extinguisher per floor area.
- Interconnected a/c wired smoke alarms are required for each floor area.
- A Fire Safety Plan shall be in place showing procedures for evacuation, use of fire extinguisher, emergency numbers and conform to BC Fire Code. 2.8
- Daycares with an occupancy load of 40 persons will require a fire alarm and a Fire Safety Plan to BCBC and BCFC regulations.
- Daycares of 40 persons or more are required to have emergency lighting to BCBC 3.2.7.3(1) and 9.9.11.

If you have any questions, please do not hesitate to contact our Fire Protection Division.

Tel: 604-519-1004
Fax: 604-520-7602

WEBSITES

City of New Westminister Bylaws
www.newwestcity.ca

Fire Services Act
www.qp.gov.bc.ca/statreg/stat/F/96144_01.htm

BC Building Code
www.publications.gov.bc.ca
www.crownpub.bc.ca

BC Fire Code
www.publications.gov.bc.ca
www.crownpub.bc.ca

Office of the Fire Commissioner
www.pssg.gov.bc.ca/firecom/

New Westminister Fire and Rescue Services

Fire Protection Division

Business License Requirements and Inspection Information



PLEASE READ PRIOR TO CALLING FOR A FIRE DEPARTMENT INSPECTION

FIRE INSPECTION APPOINTMENT

I have made an appointment with the Fire Inspector on:

Date: _____

Time: _____

There are some businesses that have special hazards such as high rack storage, spray booth operations and service stations, just to name a few. You may have to consult with a Fire Protection Company to help identify the requirements of the Local and Provincial Codes or Statutes.

As part of the Business licensing process, new applications are referred to the Fire Protection Division who will inspect the premises. The following is a list of some basic safety items which we will be inspecting; however your cooperation in dealing with these items prior to our first inspection appointment will result in a quicker recommendation by our Department that the City issue a Business License. We have provided check boxes for you to check as you progress through the list.

GENERAL:

- No flammable/combustible liquids or other hazardous materials are utilized within this occupancy. Exception: Cleaning supplies in limited amounts for building maintenance.
- Address numbers are clearly visible and legible from the street or road fronting the property.
- Access to fire hydrants and other fire protection equipment is not obstructed.
- Fire separations are required between occupancies.
- A (1) meter clear space is maintained around fire hydrants.
- A minimum of one 2A-10BC fire extinguisher is mounted on the wall and available within 75 feet of walking distance from any location within the occupancy and each level. This may vary depending on your occupancy.
- Fire extinguisher(s) are in an operable condition and have been serviced and tagged within the last year.
- Extension cords are used only with portable appliances.
- Extension cords, except for approved multi-plug extension cords, serve only one portable appliance.
- Ceiling and walls have a continuous surface free of any holes. All drywall must be taped and sealed.

- Extension cords are not affixed to structures, do not extend through walls, ceilings, floors or under doors or floor coverings or are subject to environmental or physical damage.
- Fire lanes must be properly identified and marked in accordance with the City of New Westminster requirements.
- A clear and unobstructed means of access with a minimum width of 30 inches and a minimum height of 78 inches is maintained between the electrical panel to an aisle or corridor.
- Fire extinguishers (5lb.ABC) are required on all fork lifts.
- Fire Safety Plans are required for:
 - a) every building containing an assembly or a care or detention occupancy;
 - b) every building required by the BC Building Code to have a fire alarm system;
 - c) demolition and construction sites regulated under s. 2.14 of this Code
 - d) Storage areas required to have a Fire Safety Plan in conformance with Articles 3.2.2.6 and 3.3.2.9 of the BC Building Code
 - e) areas where flammable liquids or combustible liquids are stored or handled, in conformance with Article 4.1.5.6; and
 - f) areas where hazardous processes or operations occur, in conformance with Article 5.1.5.1. of the BC Building Code.

EXITS:

- Exit pathways, aisles and corridors are not obstructed in any way.
- Emergency lights must be installed and functioning properly and must 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 or effort. They are not locked, chained, bolted, barred or otherwise rendered unusable.
- The unlatching of any exit door does not require more than one motion.
- Exit signs and exit illumination are in proper working order.

HOUSEKEEPING AND STORAGE:

- An approved metal container with a tight fitting cover is provided for oily rags and similar materials.
- Combustible rubbish is removed from the occupancy at least once each business day.
- Storage is a minimum of 1 meter below the ceiling in a building without fire sprinklers (BCFC 3.2.2.3)
- Storage is a minimum of 18 inches below the ceiling in a building with fire sprinklers.
- Boiler, mechanical and electrical rooms are free of combustible storage.
- Storage in the building over 12 feet high does not exceed 500 square feet of area.
- All compressed gas cylinders are secured to keep them from falling over.

FIRE PROTECTION SYSTEMS (Restaurants and other cooking related businesses):

- All fire protection systems and appliances are in an operative condition.
 - Access to and clearance around the fire sprinkler riser is maintained.
 - The automatic fire sprinkler system has been serviced within the last year and a tag documenting that service is affixed to the riser.
 - Restaurants producing grease-laden vapours must have a kitchen hood conforming to NFPA 96. and ULC 1254.6
 - The kitchen hood fire extinguishing system has been serviced within the last six months and a tag documenting that service has been attached to the manual activation handle.
 - One K Class Fire Extinguisher is provided within 30 feet of commercial cooking equipment if there is a hood fire extinguishing system.
 - Fire alarm systems have been tested and serviced within the last year and a tag documenting that service is affixed to the Fire Alarm panel.
 - All sprinklered warehouses with high rack storage (in excess of 12 feet) will have to:
 - a) be seismically protected
 - b) Conform to the Building's Sprinkler System design criteria.
- *Confirm requirements with Building Owner or Property Manager and/or a Fire Protection