

RETAIL/COMMERCIAL OCCUPANCIES

Owner/occupant inspection information



Checklist: Common fire service requirements

- Address:** must be visible from road and lane, free from foliage, and in a contrasting colour.
- Boilers/hot water tanks:** no combustibles may be stored next to tanks.
- Emergency lighting:** may be provided by battery packs with remote and attached heads, or by emergency generators that will illuminate specified A/C fixtures or remote light heads. Must be operational, with no visible damage, with heads aimed in proper direction, and serviced and tagged annually by a certified technician.
- Exit doors:** must not be locked or blocked from either the inside or outside. Must be unlocked from the inside when the building is occupied. Must have panic hardware that releases when a force of 20 pounds or less is applied.
- Exit signs:** must be visible and remain illuminated at all times the building is occupied.
- Fire alarm systems:** must have a working A/C power-on bulb and be in good working condition with no audible or visual damage. Must have a current service by a certified technician (within the last 12 months) and up-to-date logbook.
- Fire doors:** must not be blocked or wedged open, including stairwell doors. Must have closures and no wedges to hold open fire rated doors.
- Fire hydrants:** must be accessible, free of damage and serviced within the specified date. Private hydrants required to meet North Cowichan Fire Protection Bylaw, No. 3841, Part 10.
- Fire lanes:** must have an adequate clear width of six unobstructed metres.
- Fire Safety Plan:** must be reviewed and updated yearly.
- Fire separations:** must have no holes or openings that compromise their purpose.
- Garbage disposal:** commercial containers must be located three metres from combustible buildings. If inside, commercial containers should have tight fitting lids and be in fire separated rooms.

Portable fire extinguishers must:

- be located adjacent to corridors or aisles that provide access to exits.
- be mounted in a visible location, accessible, and serviced and tagged at least once every 12 months by a certified technician.
- be full and functioning (no leaks, damage, corrosion, malfunctioning parts or clogged nozzles).
- have a minimum rating 2A-10BC.
- Sprinkler and standpipe connections:** must be capped, free of debris, and accessible.
- Sprinkler systems:** must be inspected and tested by a certified technician at least once per year. Must have a current service tag (within the last 12 months) and up-to-date logbook.
- Stairwells and corridors:** must be free of tripping hazards.

Retail/ commercial uses include:

- Shopping centres
- Strip malls
- Multi-unit
commercial and
retail buildings

**The B.C. Fire
Code requires
building owners
and occupants to
comply with the
requirements on
this checklist.**

**North Cowichan
Fire Department**

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NORTH
Cowichan