

Fire Inspector Order

Instructions

1. Replace all text contained within the <BRACKETS> on the first form with relevant information on the blank version that follows. That form can be used as a fillable pdf or printed and then filled in manually.
2. Identify the premises using the combination of civic/ mailing addresses and the legal description of the premises location. Request and obtain the legal address, the property identification number (PID), lot number, block or plan number. Verify and record the major occupancy use for the premises, e.g., hotel, retail store or apartment.
3. If the address of the premises of the inspection order is the same as the owner's address, it still must be duplicated. The Fire Safety Act requires that the fire inspector order is issued to the owner.
4. Download a copy of the applicable sections of the FSA or relevant regulations, such as the BC Fire Code, to include with the fire inspector order.
5. Once the fire inspector order is filled out, the fire inspector must send a copy to the Office of the Fire Commissioner (OFC), via email to: OFC@gov.bc.ca or by fax: 250- 356-7699. OFC staff will assign a tracking number to each fire inspector order and send a confirmation to the fire inspector and appropriate OFC Fire Services Advisor. This should take no more than one working day. If the fire inspector order needs to be served immediately, the OFC tracking number can be obtained following the delivery of the fire inspector order.
6. The fire inspector is to complete the confirmation of delivery section of the form after the fire inspector or delivery service deems the fire inspector order delivered.

Fire Inspector Order

OFC Tracking Number: _____

This fire inspection order is written on the <NUMBER> day of <MONTH>, <YEAR>.

Under the authority of the *Fire Safety Act* [SBC 2016] Section 11 [Fire inspector orders] this fire inspector order is issued to:

For the premises located at:

<CIVIC ADDRESS>

<BUILDING NAME IF APPLICABLE>

<PROPERTY IDENTIFICATION INFORMATION>

Where the premises is used as: <TYPE OF MAJOR OCCUPANCY USE AS PER REGULATION>

Having inspected the premises at the above address on the <NUMBER> day of <MONTH>, <YEAR>, I found the following deficiencies or infractions:

#	BC Fire Code Reference (if applicable)	Description of deficiency or infraction
1.		
2.		
3.		
4.		
Add additional sheets if more items need to be listed.		

Pursuant to the authority under the Fire Safety Act you are ordered to:

Infraction #	Description of how each deficiency or infraction is to be corrected
1.	
2.	
3.	
4.	
Add additional sheets if more items need to be listed.	

The deficiencies or infractions identified in this fire inspector order must be rectified within <NUMBER> days after receipt.

Issued by: _____
Print Name of Fire Inspector

Signature of Fire Inspector

Fire Inspector Order

OFC Tracking Number: _____

This fire inspection order is written on the _____ day of _____, _____.

Under the authority of the *Fire Safety Act* [SBC 2016] Section 11 [Fire inspector orders] this fire inspector order is issued to:

For the premises located at:

Where the premises is used as:

Having inspected the premises at the above address on the ____ day of _____, _____, I found the following deficiencies or infractions:

#	BC Fire Code Reference (if applicable)	Description of deficiency or infraction
1.		
2.		
3.		
4.		
Add additional sheets if more items need to be listed.		

Pursuant to the authority under the Fire Safety Act you are ordered to:

Infraction #	Description of how each deficiency or infraction is to be corrected
1.	
2.	
3.	
4.	
Add additional sheets if more items need to be listed.	

The deficiencies or infractions identified in this fire inspector order must be rectified within _____ days after receipt.

Issued by: _____

Print Name of Fire Inspector

Signature of Fire Inspector

Fire Inspector Order

Request for review by the fire commissioner

An owner who is served with written notice of this decision (the issuance of a fire inspector order) may, within 10 days of receiving notice of the decision, request that the fire commissioner review the decision.

A request for review must be in writing and must identify on what grounds a review is requested.

Even if an owner receiving notice submits a request for review to the fire commissioner, the fire inspector order due date is not delayed.

Possible consequences of non-compliance with a fire inspector order

The fire commissioner may impose an administrative penalty if satisfied on the balance of probabilities that a person has failed to comply with an order made under section 11 of the Fire Safety Act. The fire commissioner may impose an administrative penalty of an amount not greater than \$25,000 in the case of an individual, or \$50,000 in the case of a corporation. Contraventions that continue for more than one day are subject to additional penalties, each not exceeding the maximum penalty for the contravention and may be imposed for each day the contravention continues.

A person who fails to comply with a fire inspector order made under section 11 of the Fire Safety Act may be committing an offence. An individual convicted of an offence is liable to a fine of not more than \$50,000, imprisonment for a term of not more than 1 year or both. A corporation convicted of an offence is liable to a fine of not more than \$250,000.

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Confirmation of delivery:

On the ____ day of _____, _____
(Number) (Month) (Year)

I, _____ served a copy of the fire inspector order to
(Print full name of person serving fire inspector order)

(Print full name of recipient)

At _____, British Columbia.
(Location)

Method the fire inspector order was served:

- hand delivered to owner
- mailed by registered mail
- sent by email
- other means – specify _____

Recipient acknowledged and received the fire inspector order: _____

Recipient was given information regarding the review process _____

Recipient refused to accept or acknowledge the fire inspector order _____

Fire Inspector Order

Additional sheet if needed:

Deficiencies:

#	BC Fire Code reference (if applicable)	Description of deficiency or infraction
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

Ordered corrections:

Infraction #	Describe how each deficiency or infraction is to be corrected
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	