

To: _____

RE: Information Request Relevant to A Fire Safety Inspection

As a fire inspector, I have authority under section 10 (6) of the Fire Safety Act to request any information or record relevant to the purposes of performing a fire safety inspection, without charge or unreasonable delay from the owner, occupier or person employed at the premises being inspected.

On _____, I commenced a fire safety inspection pursuant to section 9 of the Fire Safety Act at the following location:

To assist with completing the fire safety inspection, I am requesting that you provide the following information:

Please provide the requested information by _____ to me at _____.

To view the Fire Safety Act, visit here: [Fire Safety Act \(gov.bc.ca\)](http://gov.bc.ca)

If you have any questions or concerns, please contact me at _____ or by email at _____.

Regards,

_____ – Fire Inspector

Potential consequences of non-compliance

A person served with a written request for information relevant to a fire safety inspection who fails to comply within the time period in the request may become subject to one of the following actions from the Province:

- Issuance of Provincial notice of an Administrative Penalty under Sec 33 of the Fire Safety Act;
- Issuance of a Provincial notice of a Daily Administrative Penalty under Sec 37 of the Fire Safety Act.