

To: <RESPONSIBLE PERSON>

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 <INSERT DATE>, I commenced a fire safety inspection pursuant to section 9 of the Fire Safety Act at the following location:

<INSERT ADDRESS OF FIRE SAFETY INSPECTION>

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

- <INFORMATION REQUESTED>
- <INFORMATION REQUESTED - ADD MORE ROWS IF REQUIRED>

Please provide the requested information by <DATE (MM/DD/YYYY)> to me at <FIRE INSPECTOR EMAIL>.

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

If you have any questions or concerns, please contact me at <PHONE NUMBER> or by email at <FIRE INSPECTOR EMAIL>.

Regards,

<SIGNATURE>

<OFFICIAL TITLE OF REQUESTOR> – 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.