



POST ON CONSTRUCTION SITE

Builder / Owner Name: _____

Construction Site Address: _____

Contact Ph#: _____ Cell#: _____

Email Address: _____

Property Type Residential Commercial Industrial

Type of Work Being Done (Check All That Apply)

New Construction Renovation Demolition Other Structures Over 9.38 m²
(i.e.: Shed / Tent)

Hot Works Yes No *IF Yes Fill Out Sections E*

Definition: Hot works involving open flames or producing heat or sparks, including but not limited to, cutting, welding, soldering, brazing, grinding, adhesive bonding, roofing operations, thermal spraying and thawing pipes.

Description of Work Being Completed

Anticipated Completion Date: _____

Type of Fire Safety Plan

Basic - For Buildings: UNDER 600m² / 3 Stories or Less / Unoccupied / Detached Garages
Renovations / Basement Developments

Comprehensive - For Buildings OVER 600m² / 4 Stories or Higher and/or Occupied

IF Basic Fire Safety Plan Fill Out Sections A, B, E (if applicable), F

IF Comprehensive Fill Out Sections A, B, C, D, E (if applicable), F



Section A

CONSTRUCTION SITE ADDRESS: Must be visible from the street at every phase of construction.

City of Leduc Bylaw No. 495-2001

Muster Point Location: _____

Must be within one block of the construction site

Section B

Requirements for Adjacent Property Protection

Provide an outline of what option(s) are to be used for the protection of adjacent property as per the current Alberta Fire Code Article 5.6.1.2.

***Not required for: Interior Renovations or Interior Developments, Demolitions, Sheds and / or Tents.

Protection of Adjacent Properties

1) Protection shall be provided for exposed adjacent buildings or facilities from fire originating from buildings, parts of buildings, facilities and associated areas undergoing construction, alterations or demolition operations.

Adjacent Property Protection product used: _____

Section C

Contact Information	Name	Phone #	Cell#
Site Supervisor			
Key Holder			
Security			
Alarm Company			

Section D

Diagram

A legible base floor / site plan **MUST BE submitted with a Comprehensive Fire Safety Plan for review** and then be posted on the construction site in a conspicuous area(s).

A diagram should include the following:

- Footprint of Building including any rooms
- Building Dimensions
- Location of exit(s)
- Location of evacuation route(s)
- Location of muster point(s)
- Identify adjacent & adjoining streets
- Location of first aid station (if any)
- Location of Flammable or Combustible liquids/Hazardous Processes
- Location of fire extinguisher(s) **One per Exit with a maximum travel distance of 150ft (45m) between each**



Section E

Hot Works

The National Fire Code (Alberta Edition) requires that a Hot Works Fire Safety Plan be prepared for all activities involving Hot Works. Fire Safety Plans that involve hot works must be submitted to us for review and acceptance.

Hot Works Fire Safety Plan

<p>Location of Hot Works</p>	
<p>Type of Hot Works to be Completed</p>	
<p>Mitigation of Risk That Will be Undertaken</p>	
<p>Other Required Information</p>	



Section F

I have read and understand the requirements of the fire safety plan

Date _____

Name (print) _____ Signature _____

- 1) Keep a copy of the Fire Safety Plan on site for safety orientation and review.
- 2) Submit a copy of the Fire Safety Plan to:

The Planning and Development Department
#1 Alexandra Park,
Leduc AB, T9E 4C4
Ph 780-980-7177
Fax 780-980-7127
E-Mail: planningshared@leduc.ca

- ★ All applicable sections must be fully completed before final processing can be initiated.
- ★ See website for further details of Adjacent Property Fire Protection and Construction Fire Safety Plans by clicking [here](#), or by using the QR codes below.



Single Attached and Detached Homes - Fire Protection



Row Housing and Semi-detached Homes - Adjacent Property Fire Protection



Buildings Four Stories or Less - Adjacent Property Fire Protection



Construction Fire Safety Plan - Additional Information

Section G (For Fire Services Use Only)

FIRE SERVICES REVIEWED

Signature _____



CONSTRUCTION FIRE SAFETY GUIDELINES

The primary purpose of these guidelines are to protect life and property. These guidelines are intended mainly for contractors.

Most issues at construction sites can be dealt with using simple precautions.

- 1) Street address of the site is to be posted and **clearly visible at all times** for all emergency response personnel, including police, fire and ambulance. Address numbers should be affixed in a visible location at a level of about 2 m from the ground, or taped to the inside of a front facing window.
- 2) Smoking shall not be permitted in areas where conditions are hazardous or potential of ignition exists.
- 3) Fire Department Access is to be maintained at ALL times from start to completion of construction. Blocking or obstruction of access roads or hydrants with construction materials, equipment or excavation materials is not permitted.
- 4) **Construction Heaters shall be connected so as to minimize danger of mechanical damage and upset and be installed on a solid level base. Temporary heaters must be placed at least 5 m from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.**
- 5) Piping, tubing, hose and fittings shall be supported, secured and protected from damage and strain. Propane regulators shall be properly fastened within the protective cover.
- 6) Outdoor Refuse Containers shall be kept at least 3 meters from a combustible building and any building overhang or opening. Combustible waste materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute a fire hazard.

Burning of waste material at construction sites is NOT PERMITTED.

- 7) Hot works shall be performed only by personnel trained in the safe use of hot works equipment. A fire watch shall be provided for a period of not less than 60 minutes after its completion. At least **one 10lb ABC portable extinguisher** and a pail of water shall be provided in the hot works area.
- 8) If fire breaks out the alarm should be raised as soon as the person discovers it and should be heard by everyone working on the site. **Immediately Dial 911**. Provide the operator with a street address and a description of the emergency.

Emergency Numbers

Fire / Police / EMS: 9-1-1
POWER: 780-310-9473
WATER: 780-980-7108
GAS: 1-866-222-2068