

# Business Licence Pre-inspection Checklist

Alberta Fire Code Requirements



# Alberta Fire Code business licence pre-inspection and annual checklist

This checklist provides business owners with Alberta Fire Code requirements that shall be met prior to Fire approval for a City of Calgary business licence. Please review the checklist and ensure all applicable requirements are met prior to contacting 311 for a Fire business licence inspection.

It is the owner or the owner's authorized agent that is responsible to ensure these requirements are met.

All Alberta Fire Code (AFC) references and Alberta Building Code (ABC) references are from Division B unless otherwise stated.

National Fire Protection Association (NFPA) codes are referenced from the Alberta Fire Code.

Address	✓
Address numbers shall be displayed at a location plainly visible from the roadway. (City Bylaw 67M86)	
If a building has access to a lane, address numbers shall be displayed at a location plainly visible from the lane. (City Bylaw 67M86)	
Calgary Fire Department Access	✓
Calgary Fire Department access shall be maintained for use at all times by Calgary Fire vehicles. (AFC 2.5.1.5.)	
Calgary Fire Department Building Access	✓
Any building with fire protection equipment, elevator control or door access shall provide a key lockbox containing keys to be used by the fire department to gain access to this equipment and controls. (AFC 2.5.1.3.)	
Private Fire Hydrant	✓
Private fire hydrants shall be inspected, tested and maintained. Maintenance records shall be kept on the premises for examination by a Fire Safety Codes Officer. (AFC 6.4.1.1/AFC Division C 2.2.1.2. and NFPA 25-2011)	
Fire hydrants shall have a minimum two metres of unobstructed clearance on the front and sides with one metre of clearance to the rear.	
Permits	✓
If required, all necessary permits from Calgary Building Services must be obtained prior to interior or exterior construction.	
All required permits from Calgary Building Services shall be signed off by the appropriate Safety Codes Officer.	
Calgary Fire Department Connection	✓
Calgary Fire Department connections for standpipes or automatic sprinkler systems should be kept clear of obstructions. There should be at least two metres of clearance around the connections, and protective caps should be in place. (AFC 6.4.1.1. and NFPA 25-2011)	

Fire Alarm	✓
Fire alarm systems shall be maintained in operable condition at all times. (AFC 6.3.1.1.)	
Fire alarm systems shall be maintained, inspected and tested by a qualified fire alarm company annually. Records of the inspection and testing shall be maintained on the premises for inspection by a Fire Safety Codes Officer prior to Fire approval of a business licence. (AFC 6.3.1.2/AFC Division C 2.2.1.2 and CAN/ULC-S536-13)	
If the business has a shared fire alarm with the alarm panel located in another area of the building, a current copy of inspection and testing records needs to be inspected by the Fire Safety Codes Officer.	
If a fire alarm system in a building is not monitored, then a permanent sign, with directions to contact 9-1-1 in case of an emergency, is required above each manual pull station. (AFC 2.8.2.7.)	
Buildings with fire alarms shall provide a zone map by the annunciator panel that indicates corresponding zones to areas in alarm.	
Sprinkler Systems	✓
Sprinkler systems shall be maintained, inspected and tested annually by a qualified person. Records of the inspection and testing shall be maintained on the premises for inspection by the Fire Safety Codes Officer prior to Fire approval of a business licence. (AFC 6.4.1.1/ AFC Division C 2.2.1.2, C 2.2.4.4. and NFPA 25-2011)	
If the business has a shared sprinkler system, a current copy of inspection and testing records needs to be inspected by the Fire Safety Codes Officer prior to Fire approval of a business licence.	
Doors on rooms containing the sprinkler system controls shall include signage indicating "Sprinkler Control Room."	



<b>Fire Extinguishers</b>	✓
It is strongly recommended that a fire extinguisher supplier be consulted for any fire extinguisher requirements.	
Except where required by the AFC, portable extinguishers shall be selected and installed in accordance with NFPA 10-2010, "Portable Fire Extinguishers." (AFC 2.1.5.1.(2))	
Fire extinguishers shall be listed, labelled and tagged by a qualified person. (AFC 6.1.1.5.(3))	
Travel distance to at least one fire extinguisher shall be determined by the hazard, fire extinguisher size and placement. (NFPA 10-2010)	
Existing fire extinguishers are to be serviced and tagged by a qualified person within the past 12 months. (AFC 6.2.1.1., Division C 2.2.4.2. and NFPA 10-2010)	
For indoor and outdoor storage all fire extinguishers are to be visible and accessible with an access aisle of a minimum of one metre. (AFC 3.2.2.2.(2))	
Fire extinguishers are to be visible, accessible and should be located near exits or in corridors/aisles that provide access to exits.	
All fire extinguishers should be properly mounted: <ul style="list-style-type: none"> <li>• Less than 40 lbs total weight – maximum 5 feet high.</li> <li>• Greater than 40 lbs – maximum 3.5 feet high.</li> </ul> No less than 4 inches off the floor. (NFPA 10-2010)	
<b>Exiting</b>	✓
Every exit door shall open in the direction of exit travel, swing on a vertical axis and open easily. (ABC 3.4.6.12.(1))	
Exit doors shall be clearly identifiable and not obscured by curtains or other hangings. (ABC 3.4.6.11.(3))	
All locking, latching and other fastening devices on exit doors shall permit the door to be readily opened from the inside with not more than one releasing operation without requiring keys, special devices or specialized knowledge of the door opening mechanism. (ABC 3.4.6.16.(1))	
Panic hardware is required on exit doors in an assembly occupancy having an occupant load greater than 100, every exit door leading to a lobby from an exit stair shaft, every exterior door leading from an exit stair shaft in a building with an occupant load greater than 100, and every exit door from a floor area containing a high-hazard industrial occupancy. (ABC 3.4.6.16.(2))	
Exterior passageways and exterior exit stairs shall be maintained free of snow and ice accumulations. (AFC 2.7.1.7.(1))	
Exits and means of egress (ways out) shall be kept clear of combustible materials. (AFC 2.4.1.1.(2))	
Door release hardware, latches and locks shall be maintained in good working condition at all times. (AFC 2.7.2.1.(6))	
Means of egress, including stairways, shall be maintained in good repair and free of obstruction. (AFC 2.7.1.6.(1))	

<b>Exit Lights</b>	✓
Exit lighting and exit signs shall be illuminated when the building is occupied. (AFC 2.7.3.1.(2))	
Ensure exit lights work when the power is out.	
<b>Emergency Lights</b>	✓
If emergency lighting is required, it shall be maintained in operable condition. (AFC 6.5.1.6. & AFC 2.7.3.1.(3))	
Light heads shall be aligned so the path of travel to the exit is illuminated in case of a power failure. (AFC 6.5.1.6.(1)(e))	
<b>Fire/Smoke Control</b>	✓
Any hole or damage in fire rated construction shall be sealed or repaired to maintain the integrity of the fire rating. (AFC 2.2.1.2.(1))	
Fire rated doors, shutters, wired glass or glass block and any related hardware, closing devices, frames and anchors that are damaged shall be repaired or replaced and meet or exceed the fire protection rating required. (AFC 2.2.2.2.(1))	
All fire doors are operable at all times by making adjustments and repairs to door hardware and accessories to ensure proper closing and latching and repairing or replacing inoperative parts of hold-open devices and automatic releasing devices. (AFC 2.2.2.4.(1)(c) & (d))	
Fire doors shall not be obstructed, blocked, wedged open, or altered in any way that would prevent the intended operation of the fire door. (AFC 2.2.2.4.(4))	
<b>Special Fire Suppression Systems</b>	✓
Special fire suppression systems shall be tested, inspected and maintained by a qualified person every six months, in conformance with the applicable NFPA standard. (AFC 6.6.1.1.(1) & Division C 2.2.4.1.)	
Records of the inspection and testing shall be maintained on the premises for inspection by the Fire Safety Codes Officer prior to Fire approval of a business licence. (AFC Division C 2.2.1.2.)	
<b>Commercial Cooking Systems</b>	✓
Any kitchen producing grease-laden vapours shall have an exhaust and fire protection system installed that meets NFPA 96. (ABC 3.3.1.2.(2) & 6.2.2.7.)	
Commercial cooking equipment exhaust systems shall be approved by a heating, ventilation and air conditioning (HVAC) Safety Codes Officer.	
Commercial cooking exhaust system shall be professionally cleaned by a certified company a minimum of every six months by a qualified person. (AFC 2.6.1.9.(3), AFC Division C 2.2.4.1.(1) and NPFA 96-2011)	
Fire suppression systems shall be inspected, serviced and maintained every six months. (AFC 2.6.1.9.(2) and NFPA 96-2011)	



Records of inspection and testing shall be maintained on the premises for inspection by a Fire Safety Codes Officer prior to Fire approval of a business license. (AFC Division C 2.2.1.2)	
Instructions for manually operating fire suppression systems shall be prominently posted in the kitchen as part of the fire safety plan. (AFC 2.6.1.9.(5) and NFPA 96-2011)	
A "K" class fire extinguisher shall be mounted on the wall in the kitchen and inspected, serviced and maintained annually by a qualified person. (AFC Division C 2.2.4.2.(1) and NFPA 10-2010)	
<b>Electrical</b>	✓
All electrical wiring shall be in good repair. If in doubt contact a licensed electrician. (AFC 2.4.7.1.(1))	
Extension cords shall not be used as substitutes for permanent wiring. (AFC 2.4.7.1.(1))	
All electrical outlets and switches shall have cover plates. (AFC 2.4.7.1.(1))	
A clearance of one metre shall be maintained around electrical panels.	
<b>Housekeeping</b>	✓
Combustible materials in and around buildings shall not accumulate in quantities or locations that will constitute an undue fire hazard. (AFC 2.4.1.1.(1))	
Rooms containing building services (e.g. furnace, boilers, electrical equipment, etc.) shall not be used for storage. (AFC 2.4.1.1.(2))	
Materials subject to spontaneous ignition such as oily rags, shall be deposited in a listed and labelled container or be removed from the premises. (AFC 2.4.1.3.(1))	
All suspended ceiling panels shall be in place.	
<b>General Storage</b>	✓
Any storage height over 12 feet on racking in a sprinklered building requires a City of Calgary Racking Permit.	
Access aisles of one metre to Calgary Fire Department access panels and fire protection equipment shall be provided. (AFC 3.2.2.2.(2))	
A clearance of one metre shall be maintained between the top of storage and the underside of the floor or roof deck in non-sprinklered buildings. (AFC 3.2.2.3.(2))	
Aisles shall be maintained free of obstruction. (AFC 3.2.2.2.(3))	
In sprinklered buildings, the clearance between the top of storage and ceiling sprinkler deflectors shall conform to the standard used to design the sprinkler system. (AFC 3.2.2.3.(4))	

<b>Storage of Compressed Gas Cylinders</b>	✓
Compressed gas cylinders shall be firmly secured in an upright position that will not interfere with the operation of the cylinder valve assembly. (AFC 3.1.2.4.(2))	
Compressed gas cylinders shall be protected against mechanical and valve damage. (AFC 3.1.2.4.(1)(2))	
Compressed gas cylinders shall not be stored in: <ul style="list-style-type: none"> <li>• Any exit or corridor that provides access to exits.</li> <li>• Under any outside exit stair, passage or ramp.</li> <li>• Within one metre of any exit. (AFC 3.1.2.4.(4))</li> </ul>	
<b>Storage of Combustible and Flammable Liquids</b>	✓
Storage tank systems over 230 litres require a Calgary Fire Department Tank Permit.	
<b>Emergency Procedures Evacuation Plan (Fire Safety Plan)</b>	
Required for: <ul style="list-style-type: none"> <li>• Buildings where large numbers of people congregate.</li> <li>• Buildings where people are cared for, or are detained.</li> <li>• Buildings with fire alarms.</li> <li>• Buildings with indoor or outdoor storage.</li> <li>• Areas where flammable or combustible liquids are stored or handled.</li> <li>• Areas where hazardous processes or operations occur. (AFC 2.8.1.1.(1))</li> </ul>	
Supervisory staff shall be trained in the fire emergency procedures as described in the fire safety plan. (AFC 2.8.1.2.(1))	
At least one copy of fire emergency procedures shall be prominently posted on each floor area. (AFC 2.8.2.7.(1))	

**Please note, these are general Alberta Fire Code requirements. Depending on your type of business, additional codes may apply at the time of your fire inspection.**

**It is the responsibility of the business owner to contact 311 for a fire inspection. Your business licence will not be issued until you have received an approval from Calgary Fire.**

**If you have any questions, contact 311.**

