



Complete Building Permit Application Requirement List Commercial: Fire Alarm (repair/upgrading)

This checklist outlines all the information necessary to evaluate and provide a timely review and issuance of your application. Applications and materials submitted must be clear, legible, and precise. Plans/drawings stamped with “not for construction”, “preliminary”, or “for permit purposes only” are not acceptable.

For help with your drawings visit calgary.ca/drawingstandards for tips and examples.
To estimate your permit fees, use the applicable [fee calculator](#).

NOTE: Building and development permit applications must be submitted without personal information on any plans. Omitting this information will protect builders and tenants by reducing the risk of any personal information being wrongfully displayed, while also following the Province of Alberta’s FOIP Act. Failure to follow this requirement may result in an incomplete application. If you consider the information to be personal, do not put it on the plans.

A. [Application Form](#) (Do not fill out if applying online)

B. The following applies:

- 1 Scope of work limited to repair or upgrading of existing fire alarm systems as outlined in [STANDATA FCI-08-06](#) for buildings constructed **prior** to the 1997 Alberta Building Code
 - 2 Scope of work limited to repair or upgrading of existing fire alarm systems, which must meet current Alberta Building Code Requirements for buildings constructed under the 1997 Alberta Building Code or later Codes
 - 3 Fire alarm upgrading work in buildings constructed prior to 1997 Alberta Building Code must meet the minimum requirements of Alberta Building Code 1990, which references **ULC-S524-M1986: “Standard for the Installation of Fire Alarm Systems**
 - 4 Scope of work does not include work considered as a fire alarm replacement under [STANDATA FCI-08-06](#). Where a fire system is completely replaced, the replacement fire alarm system design and installation must meet the requirements of the current Alberta Building Code.
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Plans

B. One (1) copy of a complete **Architectural** set of drawings, including a **Site or Key Plan**

(preferred scale is Metric 1:100 or Imperial ¼" = 1'0")

Site or Key Plan:

- 1 Showing the exact location of tenant space within the building and the tenant unit number

Floor Plan:

- 1 Detailed Scope of Work:
 - 2 Documentation indicating the fire alarm system meets the minimum Code and standard requirements, as well as any applicable STANDATA requirements
 - 3 Description of equipment being upgraded or repaired
 - 4 Location of equipment being upgraded or repaired
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Supporting Documents

C. **Professional engineering involvement is necessary** for the upgrading or repairing of existing fire alarm systems where the size and occupancy of the building, as per the Alberta Building Code, requires professional Involvement.

Professional engineering involvement may include drawings and/or a detailed scope of work letter for the fire alarm system and a final verification after installation. Drawings and/or letters must be signed and stamped by a professional engineer registered to practice in the province of Alberta.

D. Completed [Asbestos Abatement Form](#)

NOTE: Land Use Bylaw 1P2007 Part 2, Division 3, Section 23 states: A development permit is required for every development unless it is otherwise exempted. Furthermore, Building Permit Bylaw Number 64M94 states: An application for a permit may be refused if, within 90 days from the date of receipt, adequate information and documentation is not supplied to the Safety Codes Officer, and there shall be no refund of any fees that have been paid