

Fire Inspection: Pre-Inspection Checklist

General Alberta Fire Code Requirements

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. Please complete this checklist in advance of your inspection to demonstrate your compliance with Alberta Fire Code.

Address	<input type="checkbox"/>
Address numbers must be displayed at a location plainly visible from the roadway.	
If a building has access to a lane, address numbers must be displayed at a location plainly visible from the lane.	
Fire Department Access	<input type="checkbox"/>
Fire Department access must be always maintained for use by fire department vehicles. (AFC 2.5.1.5.)	
Fire Department Building Access	<input type="checkbox"/>
Any building with fire protection equipment, elevator control or door access must 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	<input type="checkbox"/>
Private fire hydrants must be inspected, tested, and maintained. Maintenance records shall be kept on the premises for examination by a Fire Safety Codes Officer. (AFC6.4.1.1/AFC Division C 2.2.1.2.and NFPA25-2011)	
Fire hydrants must have a minimum two meters of unobstructed clearance on the front and sides with one meter of clearance to the rear.	
Permits	<input type="checkbox"/>
If required, all necessary permits from the development & building approvals must be signed off and occupancy granted by the Town of Canmore Planning and Development office. Call 403.678.1543	
Fire Department Connection	<input type="checkbox"/>
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	<input type="checkbox"/>
Fire alarm systems must be always maintained in operable condition. (AFC6.3.1.1.)	
Fire alarm systems must be maintained, inspected, and tested by a qualified fire alarm company annually. Records of the inspection and testing must be maintained on the premises for inspection by a Fire Safety Codes Officer prior to approval of a business license. (AFC6.3.1.2/AFC Division C 2.2.1.2andCAN/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 internal, then a permanent sign indicating it is a local alarm only, 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 must provide a zone map by the annunciator panel that indicates corresponding zones to areas in alarm.	
Sprinkler Systems	<input type="checkbox"/>
Sprinkler systems must be maintained, inspected, and tested annually by a qualified person. Records of the inspection and testing must be maintained on the premises for inspection by the Fire Safety Codes Officer prior to Fire approval of a business license. (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 approval of a business license.	
Doors on rooms containing the sprinkler system controls must include signage indicating "Sprinkler Control Room."	
Fire Extinguishers	<input type="checkbox"/>
Fire extinguishers must be listed, labelled, and tagged by a fire extinguisher company. (AFC 6.1.1.5.(3))	
Existing fire extinguishers are to be serviced and tagged by a fire extinguisher company within the past 12 months. (AFC 6.2.1.1., Division C 2.2.4.2. and NFPA 10-2010)	
Travel distance between fire extinguishers must be within 25 meters. (NFPA 10-2010)	
All fire extinguishers are to be visible and accessible with an access aisle of a minimum of one meter and should be located near exits or in corridors/aisles that provide access to exits. (AFC 3.2.2.2.(2))	
All fire extinguishers should be properly mounted: <ul style="list-style-type: none"> • Less than 40 lbs total weight – maximum 5 feet high. • Greater than 40 lbs – maximum 3.5 feet high. No less than 4 inches off the floor. (NFPA 10-2010) 	
Exiting	<input type="checkbox"/>
Every exit door must open in the direction of exit travel, swing on a vertical axis and open easily. (ABC 3.4.6.12.(1))	
Exit doors must be clearly identifiable and not obscured by curtains or other hangings. (ABC3.4.6.11.(3))	
All locking, latching, and other fastening devices on exit doors must 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))	
Exits and means of egress (ways out) must be kept clear of combustible materials. (AFC 2.4.1.1.(2))	

Means of egress, including stairways, must be maintained in good repair and free of obstruction. (AFC2.7.1.6.(1))	
Exit Lights	<input type="checkbox"/>
Exit lighting and exit signs must be illuminated when the building is occupied. (AFC 2.7.3.1.(2))	
Ensure exit lights work when the power is out.	
Emergency Lights	<input type="checkbox"/>
If emergency lighting is required, it must be maintained in operable condition. (AFC 6.5.1.6. & AFC 2.7.3.1.(3))	
Fire/SmokeControl	<input type="checkbox"/>
Any hole or damage in fire rated construction must be sealed or repaired to maintain the integrity of the fire rating. (AFC 2.2.1.2.(1))	
Fire rated doors that are damaged must be repaired or replaced and meet or exceed the fire protection rating required. (AFC 2.2.2.2.(1))	
All fire must have self-closing hardware that allows the door to latch on its own. (AFC 2.2.2.4.(1)(a))	
All fire doors must always remain closed. (AFC 2.2.2.4.(1)(4))	
Special Fire Suppression Systems	<input type="checkbox"/>
Special fire suppression systems must be tested, inspected, and maintained by a certified company, 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 must be maintained on the premises for inspection by the Fire Safety Codes Officer prior to approval of a business license. (AFCDivisionC2.2.1.2.)	
Commercial Cooking Systems	<input type="checkbox"/>
Any kitchen producing grease-laden vapors must 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 must be approved by a heating, ventilation and air conditioning (HVAC) Inspector.	
Commercial cooking exhaust system must 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 must be maintained on the premises for inspection by a Fire Inspector prior to approval of a business license. (AFC Division C 2.2.1.2)	
Instructions for manually operating fire suppression systems must be prominently posted in the kitchen as part of the fire safety plan. (AFC2.6.1.9.(5)and NFPA 96-2011)	

A“K”class fire extinguisher must 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)	
Electrical	<input type="checkbox"/>
All electrical wiring must be in good repair. If in doubt, contact a licensed electrician. (AFC 2.4.7.1.(1))	
Extension cords must not be used as substitutes for permanent wiring. (AFC 2.4.7.1.(1))	
All electrical outlets and switches must have cover plates. (AFC 2.4.7.1.(1))	
A clearance of one meter must be maintained around electrical panels. (3.2.2.2(2))	
Housekeeping	<input type="checkbox"/>
Combustible materials in and around buildings must be removed daily. (AFC 2.4.1.1.(1))	
Rooms containing building services (e.g., furnace, boilers, electrical equipment, etc.) must not be used for storage. (AFC 2.4.1.1.(2))	
Materials subject to spontaneous ignition such as oily rags, must be deposited in a listed and labelled container or be removed from the premises. (AFC2.4.1.3.(1))	
All suspended ceiling panels must be in place.	
General Storage	<input type="checkbox"/>
Access aisles of one meter to Fire Department access panels and fire protection equipment must be provided. (AFC 3.2.2.2.(2))	
A clearance of one meter must be maintained between the storage of products 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, a clearance of 18 inches must be maintained between the top of storage and ceiling sprinkler deflectors. (AFC 3.2.2.3.(4))	
Storage of Compressed Gas Cylinders	<input type="checkbox"/>
Compressed gas cylinders must 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 must be protected against mechanical and valve damage. (AFC 3.1.2.4.(1)(2))	
Compressed gas cylinders must not be stored in: <ul style="list-style-type: none"> • Any exit or corridor that provides access to exits. • Under any outside exit stair, passage, or ramp. • Within one metre of any exit. (AFC 3.1.2.4.(4)) 	
Storage of Combustible and Flammable Liquids	<input type="checkbox"/>
Storage tank systems over 230 litres require a Tank Permit from Petroleum Tank Management Association of Alberta.	

Emergency Procedures Evacuation Plan	
Required for: <ul style="list-style-type: none"> • Buildings where large numbers of people congregate. • Buildings where people are cared for or are detained. • Buildings with fire alarms. • Buildings with indoor or outdoor storage. • Areas where flammable or combustible liquids are stored or handled. • Areas where hazardous processes or operations occur. (AFC 2.8.1.1.(1)) 	<input type="checkbox"/>
Supervisory staff must be trained in the fire emergency procedures as described in the fire safety plan. (AFC 2.8.1.2.(1))	<input type="checkbox"/>
At least one copy of fire emergency procedures must be prominently posted on each floor area. (AFC 2.8.2.7.(1))	<input type="checkbox"/>