

# Foothills Fire Department **Business License Pre-inspection Checklist**

Fire suppression systems must be inspected, serviced and maintained every six months. (NFPA 96)

Records of inspection and testing must be maintained on the premise for inspection by a Fire Inspector prior to Fire Approval of a business license. (AFC Division C 2.2.1.2.)

Instructions for manually operating fire protection systems must be prominently posted in the kitchen as part of the fire safety plan. (AFC 2.6.1.9(5))

A K class fire extinguisher must be mounted on the wall in the kitchen and inspected, serviced and maintained annually. (NFPA 96)

## **Electrical**

All electrical wiring must be in good repair. (2.4.7.1(1))

Extension cords must not be used as substitutes for permanent wiring. (2.4.7.1(1))

All electrical outlets and switches must have cover plates. (2.4.7.1(1))

A clearance of one metre must be maintained around electric panels. (3.2.2.2(2))

## **Housekeeping**

Combustible materials in and around buildings must be removed daily. (AFC 2.4.1.1(3))

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. (AFC 2.4.1.3(1))

All suspended ceiling panels must be in place.

## **General Storage**

Access aisles of one metre to Fire Department access panels and fire protection equipment must be provided. (AFC 3.2.2.2(2))

A clearance of one metre must be maintained between the storage of products and the underside of the floor or roof deck in non-sprinkler buildings. (AFC 3.2.2.3(2))

A clearance of 18 inches must be maintained between the top of storage and ceiling sprinkler deflectors in sprinkler buildings. (AFC 3.2.2.3(4)/NFPA 13)

## **Storage of Compressed Gas Cylinders**

Compressed gas cylinders shall be firmly secured in an upright position and 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 shall not be stored in:

- 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**

Storage tanks over 250 litres require a Tank Permit from Petroleum Tank Management Association of Alberta (PTMAA).

## **Fire Emergency Procedures**

Required for:

- Buildings where large numbers of people congregate, 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))

Supervisory staff shall be trained in the fire emergency procedures. (AFC 2.8.1.2(1))

At least one copy of fire emergency procedures must be prominently posted on each floor area. (AFC 2.8.2.7(2))

Please note, these are general Fire Code requirements.

Depending on your type of business, other codes may apply at the time of your fire inspection.

**It is the responsibility of the business owner to call for a fire inspection. Your business licence will not be issued until you have received an approval from the MD of Foothills.**



**Protective Services**  
Foothills Fire Department  
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# **Business License Pre-inspection Checklist**

## **Protective Services**

# Foothills Fire Department **Business License Pre-inspection Checklist**



This checklist provides business owners with Alberta Fire Code requirements that must be met prior to fire approval for a MD of Foothills Business Licence. Please review the checklist and ensure all applicable requirements are met prior to calling for a Fire Business Licence inspection.

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

Alberta Building Code (ABC) references are from Division B unless stated otherwise. National Fire Protection Association (NFPA) codes are referenced from the Alberta Fire Code.

## **Address**

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**

Fire Department access must be maintained for use at all times by fire department vehicles. (AFC 2.5.1.5.) Buildings 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**

Private fire hydrants must be inspected, tested and maintained. Maintenance records must be kept on the premise for examination by a Fire Inspector. (AFC 6.4.1.1/AFC Division C 2.2.1.2. and NFPA 25)

Fire hydrants must 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 Development & Building Approvals must be signed off and occupancy granted.

## **Fire Department Connection**

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. (ABC 3.2.5.16.)

## **Fire Alarm**

Fire alarm systems must be maintained in an operable condition at all times. (AFC 6.3.1.1.)

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 premise for inspection by a Fire Inspector prior to Fire Approval of a

business licence. (AFC 6.3.1.2/AFC Division C 2.2.1.2 and CAN/ULC-S536)

If the building has a shared fire alarm with the alarm panel located in another area of the building, a current copy of inspection and testing records still needs to be inspected by the Fire inspector.

If the fire alarm is internal, then a permanent sign is required to indicate it is a local alarm only. Directions to call 9-1-1 in case of an emergency must be included. (AFC 2.8.2.7.)

Buildings with fire alarms shall provide a zone map by the enunciator panel that indicates corresponding zones to areas in alarm.

## **Sprinkler Systems**

Sprinkler systems must be maintained, inspected and tested annually by a qualified sprinkler company. Records of the inspection and testing must be maintained on the premise for inspection by the Fire Inspector prior to Fire Approval of a business licence. (AFC 6.4.1.1/AFC Division C 2.2.1.2 and NFPA 25)

If the building has a shared sprinkler system, a current copy of inspection and testing records still needs to be inspected by the Fire inspector prior to Fire Approval of a business licence.

Doors on rooms containing the sprinkler system controls must include signage indicating "Sprinkler Control Room."

## **Fire Extinguishers**

Provide at least one 2A:10BC or larger fire extinguisher.

Fire extinguishers must be listed, labelled and tagged by a fire extinguisher company. (AFC 6.1.1.5(3))

Travel distance between fire extinguishers must be within 25 metres. (NFPA 10)

Existing fire extinguishers are to be serviced and tagged by a fire extinguisher company within the past 12 months. (NFPA 10)

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 should be located near exits or corridors/aisles that provide access to exits.

All fire extinguishers should be properly mounted:

- 40 lbs – maximum five feet high.
- Less than 40 lbs – maximum 3.5 feet high.
- Greater than 40 lbs – no less than four inches off the ground.

(NFPA 10)

## **Exiting**

Every exit door must open in the direction of exit travel, swing on a vertical axis and open easily. (ABC 3.4.6.11(1))

Exit doors must be clearly identifiable and not obscured by curtains or other hangings. (ABC 3.4.6.10(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 and requiring no keys, special devices or specialized knowledge of the door opening mechanism. (ABC 3.4.6.15(1))

Buildings in which more than 100 people gather at a time must have panic hardware installed on every exit door. (ABC 3.4.6.15(2)(a))

Exits and means of egress (ways out) shall be kept clear of combustible materials. (AFC 2.4.1.1(2)) Means of egress, including stairways, shall be maintained in good repair and free of obstruction. (AFC 2.7.1.6.(1))

## **Exit Lights**

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**

If emergency lighting is required, it must be maintained in operable condition. (AFC 6.5.1.6.)

Light heads must 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))

## **Fire/Smoke Control**

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 doors that are damaged must be repaired or replaced and meet or exceed the fire-protection rating of the existing fire door. (AFC 2.2.2.2(1))

All fire doors must have self-closing hardware that allows the door to latch on its own. (AFC 2.2.2.4(1)(a))

Fire doors must remain closed at all times. (AFC 2.2.2.4(4))

## **Special Fire Suppression Systems**

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))

Records of the inspection and testing must be maintained on the premise for inspection by the Fire Inspector prior to Fire Approval of a business licence. (AFC Division C 2.2.1.2.)

## **Commercial Cooking Systems**

Any kitchen producing grease-laden vapours must have an exhaust and fire protection system installed. (ABC 3.3.1.2(2))

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 every six months. (NFPA 96)