

Business Licence Pre-inspection Checklist

National Fire Code Requirements for Alberta



Business Licence Pre-Inspection Checklist

This checklist provides business owners with National Fire Code – Alberta Edition (NFC(AE)) requirements that must be met prior to Fire approval for a City of Calgary business licence. Please review this checklist and ensure all applicable requirements are met prior to contacting 311 your fire inspection. The owner or the owner’s authorized agent is responsible for ensuring that these requirements are met.

Exact requirements for businesses will vary depending on type of business (activity), building type and age of construction. A Fire Safety Codes Officer (FSCO) is able to determine the exact requirements.

All NFC(AE) references and National Building Code – Alberta Edition (NBC(AE)) references are from Division B unless otherwise stated. References are from the 2019 editions currently in-force. National Fire Protection Association (NFPA) codes are referenced from NFC(AE).

For additional information please see [Building Owner’s Responsibilities for Fire Safety](http://calgary.ca/firecodes) at calgary.ca/firecodes.

Address	✓
Address numbers must be displayed at a location plainly visible from the roadway. (City Bylaw 67M86)	
If a building has access to a lane, address numbers are displayed at a location plainly visible from the lane. (City Bylaw 67M86)	
Calgary Fire Department (CFD) Access	✓
CFD access shall be maintained for use at all times for Calgary Fire vehicles. NFC(AE) 2.5.1.5.	
CFD approved lockbox and keys provided for any building with fire protection equipment, elevator control or door access. NFC(AE) 2.5.1.3.	
Private Fire Hydrants	✓
Private fire hydrant(s) shall be inspected, tested and maintained annually. Maintain records at the premises for examination by a FSCO. NFC(AE) 6.4.1.1. & Div C 2.2.1.2.	
Hydrants shall have a minimum of 2 m of unobstructed clearance on the front and sides with one 1 m of clearance to the rear.	
Permits	✓
If required, all necessary permits from Calgary Building Services (CBS) must be obtained prior to interior or exterior construction.	
All required permits from CBS shall be signed off by the appropriate SCO.	

Fire Department Connection	✓
Fire department connections for standpipes or automatic sprinkler systems must be kept clear of obstructions. There must be at least 2 m clearance around the connections and protective caps must be in place. NFC(AE) 6.4.1.1.(1)	
Fire Alarm	✓
Fire alarm systems shall be maintained in operable condition at all times. NFC(AE) 6.3.1.1.(1)	
Fire alarm systems shall be inspected and tested by a qualified person annually. Records of the inspection and testing shall be maintained on the premises for examination by a FSCO prior to Fire approval of a business licence. NFC(AE) 6.3.1.2. / Div C 2.2.1.2. / Div C 2.2.4.3.(1)	
If the business has a shared fire alarm with the alarm panel located in another area of the building, a current copy of the annual inspection and testing records must be examined by the FSCO prior to Fire approval of a business licence.	
If a fire alarm is not monitored then permanent signs, with directions to contact 911 in case of an emergency, are required above each manual pull station. NFC(AE) 2.8.2.7.(3)	
If the fire alarm is zoned, a zone map shall be provided by the annunciator panel that indicates corresponding zones to areas in alarm.	



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Sprinkler Systems	✓
Sprinkler systems shall be inspected, tested and maintained (ITM) annually by a qualified person. Records of ITM shall be maintained on the premises for examination by the FSCO prior to Fire approval of a business licence. NFC(AE) 6.4.1.1.(1) / Div C 2.2.1.2. / Div C 2.2.4.4.	
If the business has a shared sprinkler system, a current copy of the annual ITM records must be examined by the FSCO prior to Fire approval of a business licence.	
Doors on rooms containing the sprinkler system controls shall include signage indicating "Sprinkler Control Room."	
Fire Extinguishers	✓
It is strongly recommended that a fire extinguisher supplier be consulted for any fire extinguisher requirements.	
Except where required by the NFC(AE), portable extinguishers shall be selected and installed in accordance with NFPA 10 "Portable Fire Extinguishers." NFC(AE) 2.1.5.1.(2)	
Fire extinguishers shall be listed, labelled, serviced and tagged by a qualified person within the past 12 months. NFC(AE) 6.1.1.5.(3) / NFC(AE) 6.2.1.1.(1) / Div C 2.2.4.2.	
Travel distance to at least one fire extinguisher shall be determined by the hazard, fire extinguisher size and placement. NFPA 10	
For indoor and outdoor storage all fire extinguishers are to be visible and accessible with an access aisle of a minimum of 1 m. NFC(AE) 3.2.2.2.(2)	
Fire extinguishers must be visible, accessible and should be located near exits or in corridors/aisles that provide access to exits.	
All fire extinguishers must be properly mounted: <ul style="list-style-type: none"> • Less than 40 lbs total weight – maximum 5 ft high • Greater than 40 lbs – maximum 3.5 ft high No less than 4 inches off the floor. NFPA 10	

Exiting	✓
Every exit door shall open in the direction of exit travel, swing on a vertical axis and open easily. NBC(AE) 3.4.6.12.(1)	
Exit doors shall be clearly identifiable and not obscured by curtains or other hangings. NBC(AE) 3.4.6.11.(4)	
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 and without requiring keys, special devices or specialized knowledge of the door opening mechanism. NBC(AE) 3.4.6.16.(1)	
Panic hardware is required on exit doors in an assembly occupancy having an occupant load greater than 100; on every exit door leading to a lobby from an exit stair shaft; on 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. NBC(AE) 3.4.6.16.(2)	
Exterior passageways and exterior exit stairs shall be maintained free of snow and ice accumulations. NFC(AE) 2.7.1.7.(1)	
Exits and means of egress (ways out) shall be kept clear of combustible materials. NFC(AE) 2.4.1.1.(2)	
Door release hardware, latches and locks shall be maintained in good working condition at all times. NFC(AE) 2.7.2.1.(6)	
Means of egress, including stairways, shall be maintained in good repair and free of obstruction. NFC(AE) 2.7.1.6.(1)	
Exit Lights	✓
Exit lighting and exit signs shall be illuminated when the building is occupied. NFC(AE) 2.7.3.1.(2)	
Ensure exit lights work when the power is out.	
Emergency Lights	✓
If emergency lighting is required it shall be maintained in operable condition. NFC(AE) 2.7.3.1.(3) / 6.5.1.6. / 6.5.1.7.(1)	



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Fire/Smoke Control	✓
Any hole or damage in fire rated construction shall be sealed or repaired to maintain the integrity of the fire rating. NFC(AE) 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 to meet or exceed the fire protection rating required. NFC(AE) 2.2.2.2.(1)	
All fire doors must be 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. NFC(AE) 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. NFC(AE) 2.2.2.4.(4)	
Special Fire Suppression Systems	✓
Special fire suppression systems shall be inspected, tested and maintained (ITM) by a qualified person every six months, in conformance with the applicable NFPA standard. NFC(AE) 6.6.1.1.(1) / Div C 2.2.4.1.	
Records of ITM shall be maintained on the premises for inspection by the FSCO prior to Fire approval of a business licence. NFC(AE) Div C 2.2.1.2.	
Commercial Cooking Systems	✓
Any kitchen producing grease-laden vapours shall have an exhaust and fire protection system installed that conforms to NFPA 96. NBC(AE) 6.9.1.3.(1) / 3.3.1.2.(2)	
Commercial cooking equipment exhaust systems shall be approved by a heating, ventilation and air conditioning (HVAC) SCO.	
Commercial cooking exhaust systems shall be professionally inspected and cleaned (as needed) by a certified company a minimum of every six months by a qualified person. NFC(AE) 2.6.1.9.(3) / Div C 2.2.4.1. / NFPA 96	

Kitchen fire suppression systems shall be inspected, serviced and maintained every six months. NFC(AE) 2.6.1.9.(2) / NFPA 96	
Records of inspection and testing shall be maintained on the premises for inspection by a FSCO prior to Fire approval of a business licence. NFC(AE) Div 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. NFC(AE) 2.6.1.9.(5)	
A "K" Class fire extinguisher shall be mounted on the wall in the kitchen and inspected, serviced and maintained annually by a qualified person. NFC(AE) Div C 2.2.4.2.(1) / NFPA 10	
Electrical	✓
All electrical wiring shall be in good repair. If in doubt contact a licenced electrician. NFC(AE) 2.4.7.1.(1)	
Extension cords shall not be used as substitutes for permanent wiring. NFC(AE) 2.4.7.1.(1)	
All electrical outlets and switches shall have cover plates. NFC(AE) 2.4.7.1.(1)	
A clearance of 1 m shall be maintained around electrical panels.	
Housekeeping	✓
Combustible materials in and around buildings shall not accumulate in quantities or locations that will constitute an undue fire hazard. NFC(AE) 2.4.1.1.(1)	
Rooms containing building services (e.g. furnace, boilers, electrical equipment, etc.) shall not be used for storage. NFC(AE) 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. NFC(AE) 2.4.1.3.(1)	
All suspended ceiling panels shall be in place.	



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General Storage	✓
Any storage height over 12 feet on racking in a sprinklered building requires a City of Calgary racking permit.	
Access aisles of 1 m to fire system access panels and fire protection equipment shall be provided. NFC(AE) 3.2.2.2.(2)	
A clearance of 1 m shall be maintained between the top of storage and the underside of the floor or roof deck in non-sprinklered buildings. NFC(AE) 3.2.2.3.(2)	
Aisles shall be maintained free of obstruction. 3.2.2.2.(3)	
In sprinklered buildings, the clearance between the top of storage and sprinklers shall not be less than 45 cm (18”), or shall conform to the standard used to design the sprinkler system, whichever is greater. NFC(AE) 3.2.2.3.(4)	
Storage of Compressed Gas Cylinders	✓
Compressed gas cylinders shall be firmly secured in an upright position that will not interfere with the operation of the cylinder valve assembly. NFC(AE) 3.1.2.5.(2)	
Compressed gas cylinders shall be protected against mechanical and valve damage. NFC(AE) 3.1.2.5.(1)(2)	
Compressed gas cylinders shall 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 1 m of any exit. NFC(AE) 3.1.2.5.(4) 	
Storage of Combustible and Flammable Liquids	✓
Storage tank systems over 230 litres require a Calgary Fire Department tank inspection and permit.	

Emergency Procedures Evacuation Plan (Fire Safety 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. NFC(AE) 2.8.1.1.(1) 	
Supervisory staff shall be trained in the fire emergency procedures as described in the fire safety plan. NFC(AE) 2.8.1.2.(1)	
At least one copy of the fire emergency procedures shall be prominently posted on each floor area. NFC(AE) 2.8.2.7.(1)	

Please note, the above listings are generally applicable requirements from the National Fire Code for Alberta. Depending on your type of business, additional codes may apply at the time of your fire inspection.

