

# Parkland County Fire Safety Inspections

Checklist and guidelines.



**PARKLAND COUNTY**  
**FIRE SERVICES**

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

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Parkland County Fire Services is dedicated to improving the overall safety of businesses within our community. Every business in our community is required to operate your occupancy and business according to the County bylaws, the Alberta Fire Code, and the Safety Codes Act. New construction, new development permits with construction, change in occupancy or additions to buildings, must meet the National Building Code (Alberta Edition) 2023 and the National Fire Code (Alberta Edition) 2023. An annual fire inspection is also required once your business is registered and operating to assure continued compliance.

The purpose of the inspection is to ensure your business meets the life safety standards to protect your customers, employees, and yourself from the harmful effects of fire. Compliance also protects your property and equipment investment. Parkland County would like to work with residence to educate and formulate a path to assure that your occupancy is as safe as possible as well as protect all people and property.

This checklist provides business owners with National Fire Code (Alberta Edition)2023 requirements that shall be met to Safely operate your business within Parkland County. It is the owner or the owner's authorized agent that is responsible to ensure these requirements are met. It is your obligation to assure that all occupants and visitors to your site or building are properly protected from any possible eventualities and to schedule any

inspections as required. Your business or occupancy must go through the Parkland County Planning and Development office for development approval to cover all Alberta Safety Codes disciplines including Fire, Building, Plumbing, HVAC and Electrical. Some occupancies may require special systems such as fire suppression and alarm systems that will have to be certified by an accredited professional in that field.

All National Fire Code (Alberta Edition) (NFCAE) 2023 references and National Building Code (Alberta Edition) 2023 (NBCAE) references are from Division B unless otherwise stated. National Fire Protection Association (NFPA) codes are referenced from the National Fire Code (Alberta Edition)2023.

If you have any questions, businesses can contact Parkland County Fire Services. Fire Service can be found at the Following web address:

<https://www.parklandcounty.com/en/live-and-play/Emergency-Services-and-Preparedness.aspx>

Information about Planning and Development and Safety Codes Services within Parkland County can be found at the following web address:

[https://www.parklandcounty.com/en/county-office/Planning-and-Development.aspx?\\_mid\\_=7886](https://www.parklandcounty.com/en/county-office/Planning-and-Development.aspx?_mid_=7886)

## Checklist and Guidelines for Businesses and Occupancies in Parkland County

### ☐ 1. Address

Address numbers shall be displayed at a location plainly visible from the adjacent roadway. (Parkland Bylaw No.2015-30. Section 5.2, under 'Displaying Civic Addresses')

### ☐ 2. Parkland County Fire Services 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. (NFC(AE) 2.2.10.)

### ☐ 3. Private Fire Hydrant(s)

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. (NFC(AE) 6.5.1.4./NFC(AE) Division C 2.2.1.2. and NFPA 25-2023)

- ☐ Fire hydrants shall have a minimum two meters of unobstructed clearance on the front and sides with one meter of clearance to the rear.

### ☐ 4. Permits

If required, all necessary permits from Parkland County Planning and Economic Development department must be obtained prior to interior or exterior construction.

- ☐ All required permits from Parkland County shall be signed off by the appropriate Safety Codes Officer.

### ☐ 5. Parkland County Fire Services Connections

Parkland County Fire Services connections for standpipes or automatic sprinkler systems should be kept clear of obstructions. There should be at least two meters of clearance around the connections, and protective caps should be in place. (NFC(AE) 6.4.1.1. and NFPA 25-2023)

### ☐ 6. 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 to assure systems are appropriately maintained by accredited professionals. (NFC(AE) 6.4.1.1/NFC(AE) Division C 2.2.1.2, C 2.2.4.4. and NFPA 25-2023)

- ☐ 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 to assure systems are appropriately maintained by accredited professionals.
- ☐ Doors on rooms containing the sprinkler system controls shall include signage indicating "Sprinkler Control Room."

### ☐ 7. Fire Alarms

Fire alarm systems shall be maintained in operable condition at all times. (NFC(AE) 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 to assure systems are appropriately maintained by accredited professionals. (NFC(AE) 6.3.1.2/NFC(AE) 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. (NFC(AE) 2.8.2.14.)
- ☐ Buildings with fire alarms shall provide a zone map by the annunciator panel that indicates corresponding zones to areas in alarm.

### ☐ 8. 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 10-2020, "Portable Fire Extinguishers." (NFC(AE) 2.2.1.(5))
- ☐ Fire extinguishers shall be listed, labelled, and tagged by a qualified person. (NFC(AE) 2.2.4.2.(1))
- ☐ Travel distance to at least one fire extinguisher shall be determined by the hazard, fire extinguisher size and placement. (NFPA 10-2020)
- ☐ Existing fire extinguishers are to be serviced and tagged by a qualified person within the past 12 months. (NFC(AE) 6.2.1.1., Division C 2.2.4.2. and NFPA 10-2020)
- ☐ For indoor and outdoor storage all fire extinguishers are to be visible and accessible with an access aisle of a minimum of one meter. (NFC(AE) A-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. (NFC(AE) 2.1.5.1(6))
- ☐ All fire extinguishers should be properly mounted
  - 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 10-2020).

### ☐ 9. 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) A-3.4.6.11.(6))
- ☐ 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. (NBC(AE) 3.4.6.16.(1))

## Checklist and Guidelines for Businesses and Occupancies in Parkland County (continued)

- ☐ 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. (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))
- ☐ Stairways and means of egress shall be maintained in good repair and free of obstruction. (NFC(AE) 2.7.1.6.(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.(1-4))
- ☐ Means of egress, including stairways, shall be maintained in good repair and free of obstruction. (NFC(AE) 2.7.1.6.(1))

### ☐ 10. 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. (NFC(AE) 2.7.3.1.(3))

### ☐ 11. Emergency Lighting

- If emergency lighting is required, it shall be maintained in operable condition. (NFC(AE) 6.5.1.6. & NFC(AE) 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. (NFC(AE) 6.5.1.6.(1)(g))

### ☐ 12. 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 and meet or exceed the fire protection rating required. (NFC(AE) 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. (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))

### ☐ 13. Special Fire Suppression Systems

- Special fire suppression systems shall be tested, inspected and maintained by a qualified person every six months, in conformance with the applicable NFPA standard. (NFC(AE) 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 license. (NFC(AE) Division C 2.2.1.2.)

### ☐ 14. Commercial Cooking Systems

- Any kitchen producing grease-laden vapors shall have an exhaust and fire protection system installed that meets NFPA 96. (NFC(AE) 2.6.1.9.(2))
- ☐ 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. (NFC(AE) 2.6.1.9.(3), NFC(AE) Division C 2.6.1.9.(3) and NFPA 96-2024)
- ☐ Fire suppression systems shall be inspected, serviced and maintained every six months. NFC(AE) 2.6.1.9.(2) and NFPA 96-2024)
- ☐ 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. (NFC(AE) Division C 2.2.1.2)
- ☐ Instructions for manually operating fire suppression systems shall be conspicuously posted in the kitchen as part of the fire safety plan. (NFC(AE) 2.6.1.9.(5) and NFPA 96-2024)
- ☐ 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) Division C 2.2.4.2.(1) and NFPA 10-2022)

### ☐ 15. Electrical

- All electrical wiring shall be in good repair. If in doubt, contact a licensed 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 one meter shall be maintained around electrical panels.

### ☐ 16. 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.

## Checklist and Guidelines for Businesses and Occupancies in Parkland County (continued)

### □ 17. General Storage

Any storage height over 12 feet on racking in a sprinklered building requires approval from Planning and Development.

- Access aisles of one meter to Parkland County Fire Alarm panels and fire protection equipment shall be provided. (NFC(AE) 3.2.2.2.(2))
- A clearance of one meter 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. (NFC(AE) 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. (NFC(AE) 3.2.2.3.(4))

### □ 18. 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) 3.1.2.4.(2))

- Compressed gas cylinders shall be protected against mechanical and valve damage. (NFC(AE) 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 meter of any exit.(NFC(AE) 3.1.2.5.(4))

### □ 19. Storage of Combustible and Flammable Liquids

Storage tank systems over 230 liters require a Tank Permit. Effective June 08, 2020, ASCA will assume the responsibility for the permitting and inspections of storage tank systems for Parkland County and within some areas of the Province of Alberta. Any person conducting installations, removals, and repairs or conducting precision tests of storage tank systems located in Parkland County must contact ASCA to obtain a permit: 1-888-413-0099 or [sccinfo@safetycodes.ab.ca](mailto:sccinfo@safetycodes.ab.ca)

### □ 20. Emergency Procedures and Evacuation Plan (Fire Safety Plan)

Fire Safety Plans are required for:

- Buildings where large numbers of people congregate.
  - Businesses that have outside public customers / shoppers / visitors within your occupancy.
  - 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 fire emergency procedures shall be prominently posted on each floor area. (NFC(AE) 2.8.2.14.(1))

### □ 21. Mobile Vendors

Mobile trailers / trucks with electrical and/or gas installations shall be certified by the Authority having jurisdiction for Propane & Electrical systems installations.

- Mobile Kitchens and fryers must have proper suppression systems and ventilation systems in place and appropriately certified by the Authority having Jurisdiction regarding each.
- All exhaust and fuels used must be maintained to not cause any danger or negative effects due to exposure, leaks, spills, explosions, or fire.
- Appropriate grounding and shielding of all electrical and heat sources such as appliances, generators, transformer, engines, exhaust, and wiring must be maintained at all times to prevent convection, conduction or radiation of heat or flame.