

Fire Alarm Permits

This brochure explains the permit requirements for the installation of a new fire alarm system or upgrade of an existing fire alarm system where the scope of work does not include other construction.

"This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

This brochure applies only to the work involved in the installation of a new fire alarm system or upgrade, modification or addition to an existing fire alarm system. A building permit and an electrical permit are required.

If the work on the fire alarm system is included as part of the building alterations, additions, change of use, etc. the established process of a building permit should be followed and the applicable fees shall be paid accordingly; however, the general requirements listed in this brochure are still applicable.

Documentation required for Building Permit Application:

- [Building Permit Application Form](#)
- [Agent Authorization Form](#)
- [Schedule F, Owner Undertaking](#)
- 3 sets of electrical drawings with Letter of Assurance Schedule B signed and sealed by a professional engineer.
- Building Permit fee based on the construction value of all work other than electrical, such as cutting and patching drywall, coring, firestopping, etc.

Documentation required for Electrical Permit Application:

- [Electrical Permit Application Form](#)
- Contractor business licence
- Full description of the scope of work if no building permit or drawing is required
- Electrical Permit Fee based on the construction value of the electrical work

General Requirements

The BC Building Code requires that the installation of the fire alarm system shall comply with CAN/ULC S524.

The wiring shall comply with Section 32 of the Canadian Electrical Code.

When the work to an existing fire alarm system is in a high-rise building smoke measure must be identified in the permit application. On completion of the work the smoke control measure must be demonstrated to the satisfaction of the Building and Fire Officials.

Upon completion of the installation of a new fire alarm system or modification to an existing system it must be verified in conformance with CAN/ULC S537 and a verification certificate must be submitted to the building inspector.

All building and electrical permit applications for fire alarm works will be reviewed by the building, electrical and fire inspectors to determine the amount of upgrades triggered by the applications.

Some upgrades may be required as part of the proposed work; however under the Fire Services Act further upgrades may be required.

New or complete replacement of an existing fire alarm system

All new or complete replacement of an existing fire alarm system shall fully comply with all current codes and standards.

Both building permit and electrical permit are required.

Modification or addition to an existing system

All modified or added components must be compatible with the existing fire alarm system and must be installed in accordance with all current codes and standards. This includes upgrading of the existing system to accommodate automatic recall of elevators as per BC Safety Authority.

Both building permit and electrical permit are required.

Upgrading of a non-conforming fire alarm system

Unless after the upgrading work the fire alarm system is in full compliance with all codes and standards, a report signed and sealed by a registered professional engineer shall be submitted at the time of permit application. The report shall include the following:

- description of the smoke measure if applicable
- the operation of the fire alarm system
- the scope of the proposed upgrades

- any code deficiencies of the fire alarm system and mitigation or reasons for non-compliance

Such report will be reviewed by the Building Department and the Fire Prevention Office and the applicant will be informed of any comments/requirements.

Both building permit and electrical permit are required.

Maintenance work to an existing system including replacement of devices

For all maintenance work to an existing system including replacement of devices only electrical permit is required.

A detail description of the scope of work is required with the electrical permit application.

Replacement of fire alarm panel may trigger an upgrade to have the system monitored in accordance with CAN/ULC-S561.

Emergency Repair

Fire alarm systems in occupied buildings that cease to be operational must be repaired immediately. At the discretion of the electrical inspector an electrical permit may be issued over the counter to facilitate an immediate repair subject to further upgrades upon reviewed by the inspectors.

If getting a permit prior to doing the work is not feasible due to timing of the failure, the contractor must follow up with the application for all applicable permits within the next business day.

Fire Watch

The owner of an occupied building in which the fire alarm system is shut down for repair or maintenance shall institute and maintain in that building a fire watch in accordance with the Burnaby Fire Service Bylaw until that system is in operation.

For more information

Please contact the Building Department at 604-294-7130.

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