

Planning & Development Services Advisory

Building Permit Requirements for Fire Alarm Systems

No Permit Required

The intent is to keep the system functioning to original design and installation standards, which includes replacement of devices found to be defective.

1. Replacement of control unit with a control unit of same manufacturer and model number
2. Replacement of field device/s with field device/s listed and labelled for use with the specific control unit

Installation must meet the requirements of the National Building Code of Canada, CAN/ULC-S524 and must be verified in conformance with CAN/ULC-S537. The verification reports are required to be maintained on site throughout the life of the system.

Permit Required

The intent is to require a building permit anytime there is a change of the design or upgrade of the original system. This may include a new control unit, field device or ancillary device. A permit is required regardless of the reason for the change or upgrade.

1. Installation of any new fire alarm system
2. Replacement of control unit with a control unit that is different than the one being replaced
3. Installation of additional field devices or ancillary devices (such as, electromagnetic locking devices, hold-open devices, etc.), whether to an existing circuit or new circuit
4. Installation of equipment that is designed to notify the fire department of an alert or an alarm signal in conformance with the National Building Code and CAN/ULC-S561 Installation and Services for Fire Signal Receiving Centres and Systems

Installation must meet the requirements of the National Building Code of Canada, CAN/ULC-S524, must be verified in conformance with CAN/ULC-S537 and must be verified and documented in conformance with CAN/ULC-S1001. The verification reports are required to be maintained on site throughout the life of the system.

Emergency Repairs

If a permit is required as identified above, the permit must be applied for within one (1) month from the time the deficiencies were noted. If any portion of the fire alarm system is not functional a fire watch of the affected area must be implemented immediately. The fire watch is required to continue until the fire alarm system is functional and has been verified. In addition, Regina Fire and Protective Services must be notified immediately (306-777-7830) advising that the fire alarm system is not functional.

| Function | Engineer Req'd | Building Permit | | Electrical Permit | | S537 |
|--|----------------|-----------------|----|-------------------|----|------|
| | | Yes | No | Yes | No | |
| New fire alarm system installation as per building code | x | x | | x | | x |
| New fire alarm system installation, voluntary | x | x | | x | | x |
| Replacement of Fire Alarm Control Unit/Transponder | x | x | | x | | x |
| Replacement of power supply | | | | x | | x |
| Replacement of like field devices, ULC listed for compatibility, without disconnecting wires | | | | | x | x |
| Replacement of like field devices, ULC listed for compatibility, that require the disconnecting of wires | | | | x | | x |
| Modification to fire alarm control unit or transponder | | | | | x | x |
| Software modifications | | | | | x | x |
| Modification or altering of wiring, conventional circuits | | | | x | | x |
| Adding DCL link added to existing system | | | | x | | x |
| Adding of devices to existing circuits | x | x | | x | | x |
| Adding of devices to existing DCL circuits | x | x | | x | | x |
| Adding new fire alarm control unit/transponder to existing network | x | x | | x | | x |
| Adding new circuits to existing fire alarm control unit/transponder | x | x | | x | | x |
| Installation of ancillary devices | x | x | | x | | x |
| Central Station connection | x | x | | x | | x |

City of Regina Building Department - Contact 306-777-7000
SaskPower Electrical Inspections - Contact 1-888-757-6937, option 5

Building Permit Application Requirements

The City will review your application to ensure it meets all requirements. All applications are reviewed under the most current National Building Code of Canada and City Bylaws. Ensure your project plans are legible and precise. Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” will not be accepted.

Visit Regina.ca/build for the building permit application forms, review timelines, fees, inspection and other information about our processes.

Plans and Specifications

The plans and specifications for the fire alarm system shall include a complete and detailed description of the following:

1. Sequence of operation
2. Installation instructions
3. Description of each type of field device
4. Details of input to programmed output functions for programmed systems
5. Connection to a fire signal receiving centre, if required by the National Building Code of Canada.

The plans of the building shall show the fire alarm zoning, device address and the location of each field device of the fire alarm system, including fault isolation modules, ancillary devices and annunciators, or display and control centres.

In addition, a separate wiring block diagram (i.e. schematic and riser diagram) shall be provided showing the interconnection of field devices, control units, transponders, annunciators, ancillary devices, and power supplies external to control units or transponders.

Documentation for the fire alarm system shall include the following description of the fire alarm system:

1. Instructions for resetting the system and silencing alarm signals
2. Instructions for silencing the trouble signal and action to be taken when the trouble signal sounds
3. Description of the function of each operating control and indicator on the fire alarm unit
4. Description of the area of fire zone protected by each alarm detection circuit (this may be in the form of a list or plan drawing)
5. Description of the sequence of operation
6. Description of ancillary devices controlled by the fire alarm system
7. Equipment operating instructions or manuals
8. Equipment maintenance or testing instructions

The documentation outlined above shall be maintained on site.

Please refer to Fire Alarm Systems Building and Fire Safety Guide for the detailed fire alarm systems requirement.

For more information on Building Permits, Building Safety or Zoning Information, please visit Regina.ca or contact [Service Regina](#).