



Regina Fire and Protective Services – Residential Fire Inspection Requirements

Licensed Technicians

The Regina Fire Bylaw 2018-49 requires all contractors inspecting life safety systems to be licensed with Regina Fire and Protective Services. Ensure any work done on life safety systems are done by a licensed technician including work on a fire alarm system, addressable fire alarm system, sprinkler system, standpipe system, portable fire extinguisher, commercial kitchen canopy suppression system, commercial kitchen ventilation cleaning and commercial kitchen appliance inspection and repair.

Fire Alarm Systems

Fire alarm systems are required to be inspected, tested and maintained annually in conformance with CAN/ULC – S536-04 “Inspection and Testing of Fire Alarm Systems”, by a certified technician. All code deficiencies listed in these reports shall be corrected prior to the fire inspection. We require written confirmation from the fire alarm contractor identifying that the deficiencies have been corrected.

If there is a sprinkler system within the property, the fire alarm system must be monitored to the CAN/ULC-S561 “Installation and Services for Fire Signal Receiving Centres and Systems.” If your fire alarm system is voluntarily monitored, the monitoring must meet the above standard.

If your fire alarm is not required to be monitored by code and is not voluntarily monitored, all pull stations must have a notice attached beside indicating it is a local alarm only and occupants must call 911 upon hearing the fire alarm.

Any work that is to be done to a fire alarm system must be completed under a City of Regina Building Permit.

If your building has what is known as a 110-volt fire alarm system (does not have a fire alarm panel), the breaker that operates the fire alarm system must be locked and labeled with red. Further to this, all indicator bulbs above the pull stations must always be illuminated.

Sprinkler Systems

Sprinkler systems are required to be inspected, tested and maintained annually by a certified technician in conformance with NFPA 25, “Inspection, Testing, and Maintenance of Water Based Fire Protection Systems”. All code deficiencies listed in these reports shall be corrected prior to the fire inspection. We require written confirmation from the sprinkler contractor identifying that the deficiencies have been corrected.

Emergency Generator

If any fire and life safety system (emergency lighting, fire alarm, fire pump) is operated off an emergency generator, an annual inspection that is compliant to CAN/CSA-282 “Emergency Electrical Power Supply for Buildings” must be completed with documentation provided, free of deficiencies, to the Fire Inspector.

Standpipe Systems

Standpipe systems are required to be inspected, tested and maintained annually by a certified technician in conformance with NFPA 25, “Inspection, Testing, and Maintenance of Water Based Fire Protection Systems”. All code deficiencies listed in these reports shall be corrected prior to the fire inspection. We require written confirmation from the sprinkler contractor identifying that the deficiencies have been corrected.

Private Fire Hydrants

All private fire hydrants are required to be inspected, tested and maintained annually in conformance with NFPA 25, “Inspection, Testing, and Maintenance of Water Based Fire Protection Systems”. All code deficiencies listed in these reports shall be corrected prior to the fire inspection. We require written confirmation from the sprinkler contractor identifying that the deficiencies have been corrected.

Fire Separations

All service rooms, stairwells, suites and any other areas that are part of a required fire separation must be maintained. Any penetrations through these walls must be properly fire stopped using a product that meets CAN/ULC-S115. Any larger holes that have been created must be fire stopped using fire stopping systems that meet the above listed standard or the construction materials currently making up the fire separation. If there is conduit or pipes being used for wiring, these penetrations must be filled with fire stopping conforming to the above listing.

Fire Separation Doors

Required fire separation doors must be tested monthly for proper closing and latching. Fire separation doors and listings must always be visible. If the listing is covered with paint/tape, it must be removed in a way that the listing will still be legible. If there is no listing on the door or the frame, the door/frame may need to be replaced, or a Certified Fire and Door Assembly Inspector may be allowed to inspect the door and provide a letter of approval. Door handles, self-closers, hinges, door sweeps and any other hardware being used on fire separation doors must be UL listed for fire separation doors.

Fire Safety Plans

Every residential property must have a fire safety plan. The fire safety plan must meet all requirements of the National Fire Code. The fire safety plan must always be located on site. Emergency procedures must also be hung on every level indicating what should be done in the event of an emergency. In some cases, these will look like maps of the space with information pertaining to exiting in an emergency.

Fire drills are also required annually unless the property is deemed a high building, in which case a fire drill is required not less than every two months.

Emergency Lighting/Exit Signs

Emergency lighting and exit signs must be tested monthly. All emergency lights and exit signs must always be illuminated. Exit signs must all be the same style. There cannot be running man and old exit signs mixed within the same property.

Portable Fire Extinguisher

Portable fire extinguishers are required to be inspected, tested and maintained annually in conformance with NFPA 10, "Portable Fire Extinguishers".

All fire extinguishers must be mounted in a visible and accessible location on the wall so that the top of the fire extinguisher is less than 5 feet above the floor and the bottom of the fire extinguisher is more than 4 inches above the floor.

Smoke Alarms

Smoke alarms within suites must be tested every six months and at the start of each new tenancy and logged. The address of the premises, date, name of person testing, condition and operation of the alarm including deficiencies and any corrective measures taken must be on the log.

Combustibles

In un-sprinklered buildings, there shall be no flammable items displayed in paths of travel including, but not limited to, wreaths, seasonal decorations etc.

In sprinklered buildings with locked exterior doors, seasonal displays are acceptable with the following requirements:

- Display on suite doors must not encompass more than 33% of the doors surface.
- Artificial Christmas Trees will be allowed in main floor vestibules/ sitting areas if:
 - The tree has a flame spread listing.
 - It does not impede emergency access paths.
 - It must be placed near an electrical outlet as not to require an extension cord.
 - Lights that are placed on the tree must be listed for that purpose.
 - If the lights cannot not be plugged directly into a wall outlet, a listed power bar must be used to complete the circuit.

Means of egress

Hallways and stairwells must always be clear. This includes the removal of shoe storage and door mats.

Storage

There shall be no storage of any kind under stairwells, crawl spaces or access to exits. This includes items stored under stairs that are behind a locked door or enclosed in a locked cage area. If there is storage in these areas, they are to be cleared out immediately.