



# Guelph Fire Department Business License Self-Inspection Checklist

Online version of this survey is available at <http://guelph.ca/BLFIRE>

Yes    No    N/A

### GENERAL

Ontario Regulation 213/07 as amended/ Fire Protection and Prevention Act, 1997/ Fire Code Division B, Part2 & Part 6

1	Is Fire Department access provided to the building? (Roads and doors accessible)			
2	Do you have a Fire Safety Plan? (If no, proceed to question 3).			
2.1	Have any changes occurred to the premise that require an update to your fire safety plan since its last review?			
3	Does the building have proper signage? (Address number, Fire Route, etc..)			
4	Are all records of fire safety checks, test and inspections available upon request and retained on site?			
5	Is housekeeping/cleanliness acceptable?			

Comments:

### FIRE HAZARDS

Ontario Regulation 213/07 as amended/ Fire Protection and Prevention Act, 1997/ Fire Code Division B, Part 2 & Part 6

6	Are there any combustible materials accumulated in a means of egress or service room?			
6.1	Are all exits and means of egress free from obstructions and in good repair?			
7	Are extension cords/temporary wiring being used in a manner that presents a fire hazard?			
8	Are there any wiring conditions that may create a fire hazard? (Excessive wear, exposed wires, improper wiring, overloaded circuitry)			

Comments:

### CLOSURES(doors) AND SEPARATIONS(walls and ceilings)

Ontario Regulation 213/07 as amended/ Fire Protection and Prevention Act, 1997/Fire Code Division B, Part 2 & Part 6

9	Are ceilings and walls free from damage? (holes and penetrations not present)			
10	Do all fire doors close properly and latch?			
11	Are any fire doors wedged open?			
12	Are self-closing devices on doors working as intended?			
13	Do all exit doors open freely?			

Comments:

### EXIT LIGHTING

Ontario Regulation 213/07 as amended/ Fire Protection and Prevention Act, 1997/ Fire Code Division B, Part 2 & Part 6

14	Are all exit signs clearly visible and legible?			
15	Are all exit signs illuminated? (all bulbs working)			
16	Is emergency lighting unit equipment tested <b>monthly</b> ?			
17	Are emergency lighting units in good repair? (lights aimed properly)			
18	Is emergency lighting tested <b>annually</b> to ensure the unit will provide emergency lighting for the duration that it is rated for?			

Comments:

### FIRE PROTECTION EQUIPMENT (Extinguishers)

Ontario Regulation 213/07 as amended/ Fire Protection and Prevention Act, 1997/Fire Code Division B, Part 2 & Part 6

19	Are portable extinguishers kept operable and fully charged?			
20	Are extinguishers located so they are easily seen and accessible at all times?			
21	Are extinguishers inspected <b>monthly</b> and tags initialed?			
22	Are the maintenance tags attached?			
23	Are extinguishers inspected <b>annually</b> by qualified person? (Outside agency)			

Comments:

### FIRE ALARM SYSTEMS

Ontario Regulation 213/07 as amended/ Fire Protection and Prevention Act, 1997/Fire Code Division B, Part 2 & Part 6

24	Does this business have a fire alarm system? (If no, proceed to question 26)			
24.1	Is the fire alarm system operational? (fully functioning as intended)			
24.2	Is the fire alarm panel checked daily by staff for indication of "power on" and "no trouble signals"?			
24.3	Is the fire alarm system tested on a monthly basis?			
24.4	Is the fire alarm system monitored by an outside agency?			
24.5	Is the fire alarm system tested/inspected annually by qualified person? (outside agency)			

Comments:



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### SPRINKLER SYSTEMS

Ontario Regulation 213/07 as amended/Fire Protection and Prevention Act, 1997/ Fire Code Division B, Part 2 & Part 6

25		Does this business have a sprinkler system? <b>(If no, proceed to the end of the checklist)</b>			
	25.1	Are all sprinkler heads unobstructed? (minimum 18 inch clearance, 450 mm)			
	25.2	Is system tested/inspected in conformance with the Ontario Fire Code			
	25.3	Are <b>annual</b> inspections conducted by a qualified person? (outside agency)			
	25.4	If the fire alarm system, hose system or sprinkler system is/are taken out of service, is the fire department notified and alternative measures for occupant safety implemented?			

**Comments:**

I/We the individual/s completing this survey hereby acknowledge and declare that: we understand that as owners, we are responsible to ensure our business is in compliance with the Ontario Fire Code at all times. The information contained in this form is true and complete to the best of my/our knowledge, and that failure to provide complete or accurate information may delay the licensing process;

**Name(print)** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Business Name** \_\_\_\_\_ **Business Address** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Business License Number (renewal Only)** \_\_\_\_\_

**After Hours Key Holder Contact Information:**

#1 - Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

#2 - Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

This self-inspection checklist contains excerpts from the Ontario Fire Code and does not imply or limit the responsibility of the owner or owner’s representative to carry out all of the provisions of the Ontario Fire Code. A copy of this inspection shall be forwarded to The Guelph Fire Department via one of the following:

**By E-mail:** [fireprevention@guelph.ca](mailto:fireprevention@guelph.ca)

**By Fax:** 519-824-2147

**Or by mail:**  
Fire Prevention  
50 Wyndham St. S.  
Guelph, ON, N1H 4E1

If you have any questions, please direct them to:  
**Guelph Fire Department**  
**Fire Prevention Division**  
**50 Wyndham St., S.**  
**519-763-8111**