

GUIDE

FIRE ALARM EQUIPMENT REPLACEMENT

GUIDE OVERVIEW

This guide is intended to assist the applicant with their requirements for a fire alarm equipment replacement building permit application. This is only an example of the information required for a drawing set submission, and is not intended to be reproduced for a building permit application.

Like most equipment in buildings, fire alarm systems have wearing components. That is, over time, these systems will require repair in order to be maintained in operating condition in accordance with the British Columbia Fire Code. The most important component of a fire alarm system is the control unit and it typically contains the microprocessors that perform the logical actions of the system. Infrequently, the control unit of these systems may catastrophically fail, or when repair is required, replacement parts may no longer be available. In these situations, it is often necessary to replace the entire control unit and related annunciator components in the system.

The recommendation for replacement of a control system shall be in documented form from an Applied Science Technologists and Technicians of British Columbia (ASTTBC) certified fire protection technician or professional engineer with qualifications in electrical systems. Control units shall be replaced in conformance with the procedures listed in the [Fire Alarm System Control Unit Replacement Policy](#).

GENERAL REQUIREMENTS

This is a general list consolidating common requirements compiled for information only and should not be considered a complete list.

- Applicant to engage a professional when preparing drawings for this application.
- Substandard drawings will not be accepted.
- Permit drawings must provide sufficient information to describe the full scope of work.
- Submissions are required to comply with the latest version of the British Columbia Building Code and applicable City of Coquitlam bylaws and regulations.
- All drawings are to be neat, to scale and of draftsman quality.
- Metric or Imperial standard may be used, but not mixed.
- Agent Authorization Form (if applicable).

PERMIT SPECIFIC REQUIREMENTS

- Three (3) copies of the data sheet for the fire alarm panel, indicating whether the fire alarm system is a single or two-stage system.
- One (1) sealed original of the Schedule B for the fire alarm panel and any components being changed.
- Sealed letter from the registered professional stating the new panel is compatible with the remaining existing components.
- The installation is to conform to CAN/ULC – S524.
- The verification is to conform to CAN/ULC – S537 and CAN/ULC - S561.
- Electrical permit is required through Technical Safety BC.
- Referral to the Fire Department.

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 British Columbia Fire Code until that system is in operation.

FEES

Based on the value of work proposed, fees outlined in the City of Coquitlam's [Fees and Charges Bylaw](#) will be collected as follows:

- 25% of the permit value when the application is made.
- Balance of the permit value when the permit is issued.

INSPECTIONS

Complete information on inspections can be found on our [Inspections page](#) and [Fire Rescue's Inspection page](#).

- Buildings and/or structures requiring a building permit will also require inspections performed by City Building Officials.
- Plumbing permits for new plumbing systems and services will require inspections by City Plumbing Officials.
- Fire inspections by a City Fire Inspector

This information is provided for convenience only and is not in substitution of applicable City Bylaws, Provincial or Federal laws and regulations. Always refer to official documents. The City is not responsible for errors found in copies or alterations of this document.