Sterling Fire Protection

General contractor fire protection closeout checklist

What the general contractor provides on site, which letters and reports the City collects, and what holds up fire protection work.

CODE EDITION	REVIEWED
NBC(AE) 2023, NFC(AE) 2023, CAN/ULC-S537:2019	**November 11, 2026**

What the general contractor provides

- [ ] Water for flushing and testing, and somewhere allowed to drain it.
- [ ] Heat. Filled wet pipe splits if the space drops below freezing.
- [ ] Power: temporary for tools and hoists, permanent for the alarm panel and its battery-backed supply.
- [ ] Access: lifts, scaffold, clear ceiling space once duct and cable tray are in, and a place to lay out material.
- [ ] Riser and electrical rooms open on test days, with someone who has the keys.
- [ ] Finished ceilings and paint before trim.
- [ ] The other trades for the integration tests, such as elevator, HVAC controls and door hardware.

Closeout documents to have in hand

- [ ] Schedules C-1, C-2 and C-3, from the same code cycle and the same firm as the A and B schedules.
- [ ] The CAN/ULC-S537 verification report, with the Fire Alarm Verification Letter of Confirmation (COE-SCPI-FORM-0014).
- [ ] Sprinkler test records, with the Fire Suppression System Test Letter of Confirmation (COE-SCPI-FORM-0015), which also covers kitchen hoods.
- [ ] The integrated systems testing report and letter (COE-SCPI-FORM-0013) where CAN/ULC-S1001 applies.
- [ ] A Fire Protective Signalling Certificate from a certified listing agency, where the alarm must notify the fire department (Division C, 2.2.3.4).
- [ ] As-built drawings and operating instructions for the owner's fire safety plan.

A later modification to the system voids signed letters, so a head nudged after testing can cost a retest. Verification and acceptance test reports are kept for the life of the system, so make sure the owner leaves with them.

What holds up fire protection work

- A flow test that is stale or missing when the design is due.
- Permit or schedules not filed, and nobody named to sign Schedule C-1.
- Ceilings closed before the rough-in pressure test.
- Duct hung in the path of a sprinkler main.
- No permanent power at the alarm panel on verification day.
- No monitoring account. The Fire Protective Signalling Certificate needs a listed monitoring company.
- Elevator or HVAC controls contractors unavailable for the integrated test.

Book the final inspection through SelfServe or 311. Safety Codes Officers do not call ahead, so the site has to be open. Occupying before everything is finished takes the AHJ's written permission (Division C, 2.2.11.1).

Sources

1. National Fire Code 2023 Alberta Edition, National Research Council Canada
   https://nrc-publications.canada.ca/eng/view/ft/?id=6c3e5cf6-8891-40e0-8b37-a78665c23f27&dp=2&dsl=en
2. Commercial Inspections, City of Edmonton
   https://www.edmonton.ca/business_economy/commercial-building-inspections
3. Professional Involvement Standards for building permits, City of Edmonton
   https://www.edmonton.ca/public-files/assets/document?path=PDF/ProfessionalInvolvementStandards-BuildingPermit.pdf

---

Sterling Fire Protection · 780.760.0806 · rssterling.ca/contact

Read the full page at https://www.rssterling.ca/fire-protection-services-edmonton/fire-system-installation