Sterling Fire Protection

Fire due diligence checklist for a commercial building in Edmonton

What to ask the City for, what to ask the seller or landlord for, and what to read on site before you buy or lease a commercial building.

CODE EDITION	REVIEWED
NFC(AE) 2023, EFRS Building Owners Responsibilities, City pages read 2026-11-11	**November 11, 2026**

Ask the City

- [ ] Request a Fire Rescue file search. It covers deficiencies, written notices, orders or variances issued by Fire Prevention, and the most recent building inspection for the base commercial building.
- [ ] Have the plan, block and lot, your own file number and the title owner's authorization ready.
- [ ] Choose property, environmental or both.
- [ ] The fee is $185 plus GST ($194.25) per address for the first hour. Up to four searches per title lot per request.
- [ ] Questions go to fireprevention@edmonton.ca or 780-496-3866. No turnaround time is published, so ask.

Ask the seller or landlord for

- [ ] The latest annual fire alarm inspection report and the original verification report.
- [ ] The latest sprinkler inspection and test reports, quarterly and annual.
- [ ] The Fire Protective Signalling Certificate, if the alarm is monitored.
- [ ] The fire safety plan and the date EFRS accepted it, if one is required.
- [ ] Unwanted alarm notices and invoices from the last two years.
- [ ] For a fuel tank: the permit, the Permit Service Report and the current registration.

The fire code keeps initial verification and test reports for the life of the system and later records at the premises for at least five years (NFC(AE) 2023, Division C, 2.2.1.2).

Read on site

Item	What the City checklist or booklet asks for
Hydrants on the property	1 m clear on all sides and a no-parking area. Inspected and flow tested annually
Sprinkler connections	1 m clear around each, with protective caps in place
Storage	45 cm below sprinklers, or 1 m below the ceiling where there are none
Extinguishers	Serviced and tagged in the last 12 months, within 23 m of travel, checked monthly
Fire alarm	Inspected and tested yearly by a qualified company. Monitoring certificate displayed where required

Dates that suggest a question

- Monthly checks with no record, or an extinguisher tag more than 12 months old.
- A fire alarm or sprinkler annual report older than a year.
- Sprinkler gauges, standpipe tests or the private main flow test with no report in the last 5 years.
- Dry sprinklers past 10 years, fast response sprinklers past 20 years or any sprinkler past 50 years with no test record.

An overdue date is a reason to ask, not proof of a failure. Intervals follow the EFRS maintenance tables.

Fuel tanks change hands differently

- Tank permit threshold per EFRS: 230 L, and every underground tank. Annual registration from 2,500 L, and for every underground tank.
- The registration certificate expires December 31 each year, is valid only at its location and is not transferable.

Not legal advice. A lawyer should read any clause about curing deficiencies.

Sources

1. Fire Rescue File Search Request, City of Edmonton
   https://www.edmonton.ca/programs_services/fire_rescue/fire-rescue-file-search
2. Fire Rescue Services Fees and Permits, City of Edmonton
   https://www.edmonton.ca/programs_services/fire_rescue/emergency-service-fees-and-permits
3. Flammable and Combustible Liquid Storage Tanks, City of Edmonton
   https://www.edmonton.ca/programs_services/fire_rescue/fuel-tank-permits
4. Building Owners Responsibilities, Edmonton Fire Rescue Services
   https://www.edmonton.ca/sites/default/files/public-files/EFRS-OwnersResponsibilities.pdf