

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>AM –1.4.1</b>
Section Municipal Services – Protective	Subject <i>System of Fire Inspection Policy</i>

### 1. APPLICATION

This policy is applicable to all fire inspections carried out by the Municipality of the County of Annapolis.

### 2. AUTHORITY FOR POLICY

Sections 47, 48 and 49, *Municipal Government Act*, as amended.  
Section 5 and 19, *Fire Safety Act*.

### 3. POLICY INTENT

This *System of Fire Inspection Policy* for the Municipality of the County of Annapolis is designed to establish a schedule of fire inspections, pursuant to Section 19 of the Fire Safety Act, which is based on the type of building occupancy. It shall be administered in accordance with the following principals.

### 4. DEFINITIONS

- a) **Municipal Fire Inspector:** A person appointed by a Municipality as a Municipal Fire Inspector pursuant to the Fire Safety Act.
- b) **Fire Safety Act:** An act to educate and encourage persons and communities to apply the principles of fire safety so as to prevent fires, preserve human life and avoid unwarranted property loss due to the destructive forces of fire as amended from time to time, cited Fire Safety Act 2002, c.6.s.1.
- c) **Fire Safety Regulations:** Means regulations respecting fire safety made by the Governor in Council as amended from time to time pursuant to Sections 51 of Chapter 6 or the Acts 2002, the Fire Safety Act.
- d) **Assembly Occupancy (Group A):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or the use of a building, or part thereof, by gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes, or for the consumption of food or drink.
- e) **Residential Occupancy (Group C):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof by persons for whom sleeping accommodations is provided but who are not harboured or detained to receive medical care of treatment or are not involuntarily detained.
- f) **Business and Personal Service Occupancy (Group D):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof for the transaction of business or the rendering or receiving of professional or personal services.
- g) **Mercantile Occupancy (Group E):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.
- h) **Industrial Occupancy (Group F):** Defined by the National Building Code of Canada (2005) as meaning the occupancy or use of a building or part thereof for assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials.

### 5. Fire Inspection Schedule

A fire inspection shall occur automatically for each new building constructed that meets the requirements of the occupancy classes listed below or for an addition or major renovation; in addition a fire inspection shall be conducted upon each change of use of an existing building or part thereof.

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Occupancy Class	Inspection Schedule
Assembly Occupancy (Group A)	Three (3) years (unless Fire Inspector deems that a more frequent inspection is required)
Residential Occupancy (Group C)	Three (3) years (unless Fire Inspector deems that a more frequent inspection is required)
Business and Personal Services Occupancy (Group D)	Five (5) years (unless Fire Inspector deems that a more frequent inspection is required)
Mercantile Occupancy (Group E)	Five (5) years (unless Fire Inspector deems that a more frequent inspection is required)
Industrial Occupancy (Group F)	Group F — Division 1: Three (3) years (unless Fire Inspector deems that a more frequent inspection is required) Group F- Division 2: Five (5) years (unless Fire Inspector deems that a more frequent inspection is required) Group F — Division 3: Five (5) years (unless Fire Inspector deems that a more frequent inspection is required)

**6. Offences and Penalties:**

Where the owner of a building, land or premises fails to comply with an order issued by the Municipal Fire Inspector the Municipality shall take action as set out in the *Fire Safety Act*.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i> .....	<i>April 12, 2016</i>
<i>Council Approval</i> .....	<i>April 19, 2016</i>
 <u><i>Carolyn Young</i></u> Municipal Clerk	 <u>April 19, 2016</u> Date
At <u>Annapolis Royal</u> Nova Scotia	

**Amendments:**

2016/04/19 – Amended the inspection schedule