



Property Inspection Application Form

Kitchener Fire Department
270 Strasburg Road, Kitchener, ON N2E3M6
(519)741-2495 Fax (519)741-2697
fireprevention@kitchener.ca

The building owner, as defined by the Ontario Fire Code, is responsible for maintaining their building in compliance with the requirements of the Ontario Fire Code. It is the expectation of the Kitchener Fire Department, that the owner will have been proactive in conducting property maintenance. In the event that deficiencies are found, the owner shall ensure that they are corrected not later than 25 business days of the inspection being conducted (sooner if the Inspector believes the deficiencies pose a hazard to occupants.)

Please note that **inspections will only be scheduled once a completed application form with all required documentation has been received.** Subject to staffing availability, inspections will be conducted within 7 business days of the completed application being received. Follow-up documentation will normally be sent within 5 business days of the inspection being conducted.

Property Information	
Property Address	Date of Submission
Owner	Phone #
Owner's Address	Fax # / Email
On-Site Contact	Phone #

General Description		
Building Use (Major Occupancy Type I.E. residential, commercial, retail, office)	# of Floors	# of Units

Life Safety Systems (copies of all documents must be attached to the form)

System	Present in Building	Date of Last Service	Notes for the Owner
Fire Alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No		Fire alarms must be inspected and tested annually by a qualified person. Attach the inspection report.
Smoke Alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No		Smoke alarms must be inspected and tested by the owner or a qualified person at least annually. Attach your records or an inspection report.
Sprinklers	<input type="checkbox"/> Yes <input type="checkbox"/> No		Sprinkler systems must be inspected and tested annually by a qualified person. Attach the inspection report.
Emergency Lighting / Generator	<input type="checkbox"/> Yes <input type="checkbox"/> No		Emergency lighting and / or emergency generator must be inspected annually by a qualified person and monthly for function. Attach the annual inspection report.
Fire Extinguishers	<input type="checkbox"/> Yes <input type="checkbox"/> No		Extinguishers must be inspected annually by a qualified person and monthly by the owner. Attach the annual inspection report.
Fire Separations	<input type="checkbox"/> Yes <input type="checkbox"/> No		Fire separations, such as drywall, must be free of damage or perforations. The owner is responsible for ensuring all separations are in good repair.
Fire Doors	<input type="checkbox"/> Yes <input type="checkbox"/> No		Fire doors must be checked at least monthly to ensure proper function.
Fire Safety Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No		Section 2.8 of the Ontario Fire Code requires certain buildings to have Fire Safety Plans, and they must be updated annually. Provide an electronic copy of the approved plan.
CO Alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No		Carbon monoxide alarms must be inspected and tested by the owner or a qualified person at least annually. Attach your records or an inspection report.
Fuel Fired Appliances	<input type="checkbox"/> Yes <input type="checkbox"/> No		Fuel fired appliances must be inspected and tested annually by a qualified person. Attach the inspection report.
Private Fire Hydrant	<input type="checkbox"/> Yes <input type="checkbox"/> No		Private fire hydrants must be inspected and tested annually by a qualified person. Attach the inspection report.
Fire Hoses	<input type="checkbox"/> Yes <input type="checkbox"/> No		Fire hoses must be inspected and tested annually by a qualified person. Attach the inspection report.
Fire Pump	<input type="checkbox"/> Yes <input type="checkbox"/> No		Fire pump must be inspected and tested annually by a qualified person. Attach the inspection report.
Kitchen Hood	<input type="checkbox"/> Yes <input type="checkbox"/> No		Cleaning, maintenance and testing of extinguishing systems and hoods shall be completed every 6 months. Attach the inspection report.
As the owner of the building, I am certifying to the best of my knowledge that all the life safety systems present in my building are in good repair and have been maintained in accordance with the Ontario Fire Code.			
Signature of Property Owner:		Print Name:	Date:

Authorization to Release Information		
As the owner of the above mentioned building, I am requesting a fire safety inspection be conducted by Kitchener Fire Department.		
Signature of Property Owner:		Date:
Print Name:		Date:
As the owner of the building, I authorize the inspection report to be released to the following individuals:		
Name:	Contact Information:	
Name:	Contact Information:	

Inspection Fees	
2026 Rates	
Residential Properties up to and including 6-units.	
\$293.24 (Includes initial inspection, one re-inspection and the written report.) Where additional inspections are required, an Hourly Rate of \$109.33 will be assessed.	
All other Properties	
\$293.24 (Includes first hour of inspection time and the written report.) Where more than one hour is required to conduct the inspection or any re-inspections, an Hourly Rate of \$109.33 will be assessed.	

Amanda File #:
