



File Search 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 has been proactive in conducting property maintenance.

File searches will only be conducted once this completed application form and payment has been received.

Subject to staffing availability, file searches will be conducted within 14 business days of the completed application being received.

Property Information

Property Address	
Owner Name (Current 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
	# of Buildings	

Life Safety Systems

For all residential properties, the following must be completed before a file search will be undertaken.
Responses may be subject to a confirmatory inspection by an Assistant to the Ontario Fire Marshal.

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.
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.

As the owner of the building, I certify that to the best of my knowledge, 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 – both sections must be completed

As the owner of the above mentioned building, I am requesting a file search be conducted by Kitchener Fire Department.

Signature of Property Owner:

Print Name:

Date:

As the owner of the building, I authorize the file search report to be released to the following individuals:

Name:

Contact Information:

File Search Fees

2026 Rates

Residential Properties up to and including 6-units.

\$183.91 (Includes the evaluation of submitted documents, an evaluation of the property file and the written report.)

All other Properties

\$183.91 (Includes the evaluation of submitted documents, an evaluation of the property file and the written report.) Where more than one hour is required to conduct the evaluations, an Hourly Rate of \$109.33 will be assessed. Applicants will be invoiced for additional amounts, following the file search completion.