

The following shall form a policy for determining when a retrofit permit is needed for work required by the Ontario Fire Code; and Building Permit and Inspection Services will continue to process the permit applications.

1. Wall/Partition Construction

Fire Code Retrofit Permit Required

A permit will be required for creating new openings in walls or floors, increasing size of openings in walls or floors, constructing fire escapes, creating new walls and other similar construction activity.

Fire Code Retrofit Permit Not Required

A permit will not be required for installation of closures in existing openings, installation of finishes on existing framing and other similar construction (e.g. replacement of fire door, patching holes in drywall, installation of drywall on existing framing).

2. Life Safety Systems

Fire Code Retrofit Permit Required

A permit will be required for the installation/modification/extension of any life safety system.

Fire Code Retrofit Permit Not Required

A permit will not be required for the installation of smoke alarms with or without manual pull stations or installation of exit signage.

3. Designer Qualifications*

The designer qualifications for work requiring a Fire Code Retrofit permit shall be determined based on the Ontario Building Code requirements, such as:

- Part 9 Buildings – the registered designer shall have a BCIN with qualification consisting of Fire Protection or Small Buildings or any other qualification that allows the designer to prepare drawings for the life safety systems in a Part 9 building.
- Part 3 Buildings – the design and review shall be performed by a Professional Engineer or an Architect registered in Ontario.

As part of the permit process, all applications shall be accompanied by floor plans of all floors affected by the alteration(s), a fire alarm device riser diagram (as applicable), and a copy of the Oshawa's Fire Services Inspection Order outlining the deficiencies to be rectified. All submitted drawings shall be drawn to a commonly used scale.

*Note: The owner of a house containing not more than 2 dwelling units is exempt from the qualification and registration requirements.