

**Fire Prevention Branch  
Fire Hall # 5  
200 Sapræ Creek Trail  
Fort McMurray, AB  
T9H 4P1**

**November 8<sup>th</sup>, 2017**

**RE: PERMIT REQUIRED TO WORK ON FIRE ALARM SYSTEMS IN THE RMWB**

All fire alarm system work permits expire December 31, 2017. Please complete the attached application and return it to the Fire Prevention Branch no later than December 15, 2017 to allow sufficient time for processing. Should you choose to obtain a 2018 permit, you will receive an invoice from the Regional Municipality of Wood Buffalo for the amount of \$120.

### **Scope**

Please note that the Fire Prevention Branch is responsible for applying the 2014 Alberta Fire Code (AFC) and applicable standards (e.g. CAN/ULC-S536-13) within the Regional Municipality of Wood Buffalo. Activities that apply to the Alberta Building Code (ABC) (e.g. installation or replacement of fire alarm panels and alteration of fire alarm system equipment regulated by the ABC) require application for a building permit. For more information about building permits contact [inspections@rmwb.ca](mailto:inspections@rmwb.ca) or please visit Safety Codes Services counter at 309 Powder Drive.

### **Qualifications**

Only **Alberta** Journeymen Electricians qualified after September 1991 and Fire Alarm Technicians qualified as per the Chief Fire Administrator's interpretation are permitted to inspect, test or perform maintenance on fire alarm systems. Names of all qualified technicians and electricians with proof of their qualifications must be forwarded to the Fire Prevention Branch. *See Appendix B of this letter - "Proof of Qualification."*

### **Obligations of the service provider**

It is expected that a CAN/ULC-S536-13 report is made available to a customer within 15 business days of an annual inspection. If a service provider discovers that a device or system is inoperative or defective, and the owner is unwilling or unable to correct the defect, the service provider must notify the Fire Prevention Branch in writing.

### **Shutdown Conditions**

The interruption of the normal operation of a fire protection system for any purpose constitutes a "temporary shutdown". Types of interruptions include, but are not limited to: periodic inspection or testing, maintenance, and repairs. During a shutdown, alternative measures are necessary to ensure that the level of safety intended by the AFC 2014 is maintained. *Please See Appendix C of this letter - "Work on Fire Alarm Systems Conditions".*

### **Records**

The 2014 AFC requires inspection and testing of fire alarm systems to be documented in conformance with the requirements of CAN/ULC-S536-13. Required forms are included in CAN/ULC-S536-13, "Inspection and Testing of Fire Alarm Systems". After review Fire alarm system inspection reports that do not comply with the requirements of the 2014 AFC may be rejected by the authority having jurisdiction. Please attach your Fire alarm system inspection report template to the permit application.

If your application is denied contact the Fire Prevention Branch to schedule a meeting for further information sharing and collaboration.

Fire Prevention Branch  
Phone: (780) 792-5519  
Fax: (780) 743-3800  
Email: [RESFire.PreventionBranch@rmwb.ca](mailto:RESFire.PreventionBranch@rmwb.ca)



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

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EMERGENCY SERVICES

**REGIONAL MUNICIPALITY OF WOOD BUFFALO FIRE  
PREVENTION BRANCH  
APPLICATION FOR PERMIT / SERVICE**

**Appendix A**

Type of Permit: FIRE ALARM SYSTEM WORK PERMIT

Permit Location Applicable: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Contact Name: \_\_\_\_\_

Address: Town/City \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Business License (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_ Permit Commencement Date Requested: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ (Please Print) Contact #: \_\_\_\_\_

The undersigned hereby applies for the above in accordance with the Alberta Fire Code and the Regional Municipality of Wood Buffalo By-laws and requirements.

\_\_\_\_\_

Application / Permit Fee Attached: \_\_\_\_\_ Invoice Requested: \_\_\_\_\_

The personal information on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. The personal information will be used for inspection, billing and issuing purposes. If you have any questions regarding the collection or use of this information contact the Fire Prevention Branch, Fire Hall # 5, 200 Sapræ Creek Trail T9H 4P1, or call (780) 792-5519. Applications can be faxed to (780) 743-3800.

**FOR OFFICE USE ONLY**

Date/Time Application Received: \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

Received By: \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Receipt Number \_\_\_\_\_ (Cash, Cheque, Debit or Credit)

Appendix B

**PROOF OF QUALIFICATION**

Full Name (as recognized by certifying institution) \_\_\_\_\_

Qualification  Electrician  
 Fire Alarm Technician

Accredited by what institution? (Ex: CFAA, ECAA, AFSA) \_\_\_\_\_

Registered number: \_\_\_\_\_ - \_\_\_\_\_

*For Office use only:*

Proof of credentials  Yes  No

Expiration date of credentials: \_\_\_\_\_

**PROOF OF QUALIFICATION**

Full Name (as recognized by certifying institution) \_\_\_\_\_

Qualification  Electrician  
 Fire Alarm Technician

Accredited by what institution? (Ex: CFAA, ECAA, AFSA) \_\_\_\_\_

Registered number: \_\_\_\_\_ - \_\_\_\_\_

*For Office use only:*

Proof of credentials  Yes  No

Expiration date of credentials: \_\_\_\_\_

## Appendix C

### Work on Fire Alarm Systems Conditions

Only Alberta Journeymen Electricians qualified after September 1991 and Fire Alarm Technicians qualified as per the Chief Fire Administrator's interpretation are permitted to inspect, test or perform maintenance on fire alarm systems.

Credentials of all qualified personnel intended to work on fire alarm systems must be forwarded to the Fire Prevention Branch at the time of permit application. Credentials must also be provided at any time when a new employee (fire alarm technician or electrician) works on fire alarm systems within the Regional Municipality of Wood Buffalo.

Notify Fire Department Dispatch at (780) 743-7061:

- Prior to commencing any work on a fire alarm system
- Upon restoring system to operation
- Upon accidental activation of a fire alarm system
- A false/nuisance alarm generated by an individual/company working on a sprinkler system that does not provide a testing notification by contacting Fire Department Dispatch or hold a valid permit from the Fire Prevention Branch to perform the work intended will result in the application of a cost recovery invoice for the emergency response to the owner of the facility.

Interruption of the normal operation of a fire protection system for any purpose constitutes a "temporary shutdown". Types of interruptions include, but are not limited to: periodic inspection or testing, maintenance, and repairs.

When any portion of a fire protection system is temporarily shut down, alternative measures shall be taken to ensure that the level of safety intended by the Alberta Fire Code 2014 is maintained. The following resources can be helpful in developing the alternative measures for life safety during a "temporary shutdown":

- Alberta Fire Code 2014
- Applicable CAN/ULC Standards
- Building Fire Safety Plan
- Other applicable codes and standards

Alternative measures can include, but are not limited to:

- Procedure for notification of the fire department
- Procedure for notification of building occupants
- Alternative form of local alarm known to the building occupants
- Extra watch service, conforming to the requirements of *Basic Watchman Service (GL 2-96) Appendix D*
- Posting instructions for alternate provisions or actions to be taken in case of an emergency

## Appendix D

### Basic Watchman Service

1. Each watchman employed for fire watch service in a facility shall have knowledge of and be capable of performing the following functions:
  - 1) Recognizing an emergency situation;
  - 2) Transmitting an emergency message to the appropriate authority or emergency communications centre;
  - 3) Operating equipment required for fire control and emergency warning;
  - 4) Transmitting an emergency warning to facility occupants;
  - 5) Maintaining orderly control of emergency evacuation procedures.
2. No other duties shall interfere with a watchman's fire watch duties.
3. A sufficient number of watchman shall be employed to make at least one complete patrol of the facility to be protected every 15 minutes of the fire watch required. Patrols shall be recorded and made available upon request by a Fire Safety Codes Officer.
4. Each watchman shall be provided with a means of communication with Regional Emergency Services communications centre both within and outside of the facility required to be protected. (Cellular phone is acceptable)
5. Each watchman shall be advised of:
  - 1) Route to be followed during patrol;
  - 2) Details to be observed during the patrol;
  - 3) Observations that require notification of emergency personnel
  - 4) Emergency notification instructions; and
  - 5) Fire safety plan emergency procedures relevant to the area(s) for which fire watch has been assigned.
6. The first patrol of each shift of watchman fire watch shall commence within 15 minutes of the beginning of the shift and shall include the following:
  - 1) Ensure that access to and from the building is unobstructed;
  - 2) Ensure that all combustible waste has been removed from the building or is stored in proper containers with lids;
  - 3) Ensure that all fire protection equipment is in place (as shown on fire safety plan drawings) and accessible for use;
  - 4) Ensure that aisles providing access to exit are unobstructed;
  - 5) Turn off all non-required appliances and machinery;
  - 6) Ensure that smoking material containers have been appropriately emptied and disposed of in closed metal containers;
  - 7) Ensure that all service appliances used for heating, ventilating and air conditioning are operating properly;
  - 8) Monitor all special hazards that are operating (i.e. special heaters, fueled appliances, etc.); and
  - 9) Monitor all special storage areas containing hazardous materials such as flammable/combustible materials, compressed gases and combustible waste.

## Checklist for Permit Application Fire Alarm Systems

Please ensure all required documentation is completed and attached to the permit applications.  
Attach this checklist to the top of the application package.

Yes/No	Applicant Initials Here:	
		Attached Application Form (Appendix A)
		Attached Qualifications (Appendix B)
		Provided Credentials to support qualifications.
		Persons working on fire alarm systems at all times have access to <a href="#">CAN/ULC-S536-13 – Standard for Inspection and Testing of Fire Alarm Systems</a>
		Attached template conforming to: <a href="#">CAN/ULC-S536-13 – Standard for Inspection and Testing of Fire Alarm Systems</a>
		Persons working on fire alarm systems are aware of the Basic Watchman Service Guideline (Appendix D, conditions can be reviewed at <a href="http://rmwb.ca/firewatch">rmwb.ca/firewatch</a> )
		Persons working on fire alarm systems are aware of fire alarm system building permit requirements and contact information for the safety code office: <a href="mailto:inspections@rmwb.ca">inspections@rmwb.ca</a> or visit Safety Codes Services counter at 309 Powder Drive.

Date: \_\_\_\_\_

Applicant Name (Print): \_\_\_\_\_

Applicant Position with company: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_