



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 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 Sapræe 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

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 CAN/ULC-S536-13 – Standard for Inspection and Testing of Fire Alarm Systems
		Attached company's template conforming to CAN/ULC-S536-13 – Standard for Inspection and Testing of Fire Alarm Systems
		Persons working on fire alarm systems are aware of Basic Watchman Service Guideline (Appendix D, conditions can be reviewed at rmwb.ca/firewatch)
		Persons working on fire alarm systems are aware of fire alarm Building Permit requirements and contact information for the building inspector inspections@rmwb.ca or please go to 309 Powder Drive to the Reception/ Safety Codes Services counter

Date: _____

Applicant Name (Print): _____

Applicant Position with company: _____

Applicant Signature: _____