

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

**November 6, 2018**

RE: PERMIT REQUIRED TO WORK ON SPECIAL FIRE SUPPRESSION SYSTEMS IN THE RMWB

All annual special fire suppression shutdown permits expire December 31, 2018. If you wish to obtain a 2019 permit, please complete the attached application and return it to the Fire Prevention Branch for processing. All submissions will incur a \$120 fee.

The 2014 Alberta Fire Code (AFC) requires that only qualified persons shall test and perform maintenance on special fire suppression systems. Please ensure to make all persons in your company aware of the following 2014 AFC requirements:

*The only acceptable training for the testing, maintenance or installation of a fixed fire suppression system, is the specific training for that system provided by the manufacturer of that system. Training from other manufacturers on similar systems, or even training from the same manufacturer for a different type of system, is not acceptable training. A person completing an approved course of training at a public post-secondary institution may perform maintenance on all special suppression systems which have been included in the scope of their training. A person qualified to install and/or maintain systems should always be able to provide written certificates of training for examination by owners, designers and the authority having jurisdiction.*

Review the 2014 AFC Division C 2.2.4.1. for additional information.

Should you have further questions, please feel free to contact the Fire Prevention Branch.

Sincerely,

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: SPECIAL FIRE SUPPRESSION SYSTEMS

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.

\_\_\_\_\_ Signature \_\_\_\_\_

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

### Special Fire Suppression System Shutdown Conditions

The following conditions apply to a permitted shutdown of a special fire suppression system for alterations, repairs and inspection and testing in accordance with Division B Subsections 6.6.1 and 6.1.1 of the Alberta Fire Code 2014.

- Notify Fire Department Dispatch at 780-743-7061 immediately prior to shutting down the system and following restoration of the system to full or partial operation. A nuisance alarm generated by an individual/company working on a special fire suppression 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.**
- Activities regulated by the Alberta Building Code require a building permit. Building permits, where required, shall be obtained from the Building Authority through presentation of the full and complete scope of work involving a special fire suppression system. For more information about building permits contact [inspections@rmwb.ca](mailto:inspections@rmwb.ca) or visit the Safety Codes Services counter at 309 Powder Drive.
- All work performed shall be in conformance with the Alberta Fire Code, Alberta Building Code, and relevant NFPA standards.
- No work on fire alarm systems shall be done under this permit. When a scope of work requires any work on existing fire alarm systems the following conditions shall be met:
  - ✓ Persons working on existing fire alarm systems shall hold a valid work on fire alarm systems permit issued by the Fire Prevention Branch which provides direction and requirements regarding qualifications and notification to Fire Department Dispatch.
  - ✓ Persons working on existing fire alarm systems shall be qualified under the Alberta Fire Code at all times as per the Provincial Fire Administrator's interpretation.
- Provide additional appropriate extinguishers in the location protected by the special extinguishing system.
- Where the special extinguishing system provides automatic fire suppression coverage of a substantive portion of the facility, a fire watch, conforming to the requirements of a Basic Watchman Service shall be provided.
- Down time of the special extinguishing system shall be minimized as much as possible.
- The facility owner shall be kept aware of the status of the special fire suppression system.
- Where the shutdown of a special fire suppression system affects the potential life safety of facility occupants, those occupants shall be notified before the system is shut down.

## Appendix C

### 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 Special Fire Suppression Systems

Please ensure all required documentation is completed and attached to the permit application.

**Attach this checklist to the top of the application package.**

Yes/No	Applicant Initials Here:	
		The Application For Permit (Appendix A) is attached.
		Persons working on a special fire suppression system are aware of the 2014 Alberta Fire Code qualification requirements and will possess current manufacturer-specific training for all special fire suppression equipment makes and models chosen to work on.
		Persons working on a special fire suppression system are aware of <a href="#">Standata 14-FCI-005, "Fixed Fire Suppression and Exhaust Systems – Cooking and Cleaning"</a> requirements including, but not limited to the requirement for connection of the suppression system to the fire alarm system.
		Persons working on a special fire suppression system are aware of <a href="#">Standata 14-BCI-009, "Fire Alarm and Fire Suppression System Verification and Testing Certificates"</a> requirements.
		Persons working on special fire suppression systems are aware of Building Permit requirements and contact information for a building inspector and safety codes office: <a href="mailto:inspections@rmwb.ca">inspections@rmwb.ca</a> or Safety Codes Services counter at 309 Powder Drive.
		Persons working on special fire suppression systems are aware of Basic Watchman Service Guideline (Appendix C)
		Persons working on special fire suppression systems at all times have access to legally adopted editions of standards relevant to the specific scope of work: e.g. <a href="#">NFPA 96</a> , <a href="#">NFPA 17A</a> , <a href="#">NFPA 2001</a> , etc.
		On the first page of all reports, <u>the applicable standard and the edition currently adopted in Alberta</u> is explicitly identified.
		On the first page of all reports, the system status - <u>fully functional or system has deficiencies</u> - is explicitly identified.

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

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

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