

Fire Prevention Branch  
Fire Hall 5  
200 Sapræ Creek Trail  
Fort McMurray, Alberta  
T9H 4P1

November 05, 2020

## **RE: PERMIT REQUIRED TO PERFORM WORK ON COMMERCIAL COOKING EQUIPMENT EXHAUST SYSTEMS IN THE REGIONAL MUNICIPALITY OF WOOD BUFFALO**

If you wish to obtain a permit, please complete the attached application and return it to the Fire Prevention Branch for processing. All commercial cooking equipment exhaust systems work permits expire at the end of the calendar year (December 31<sup>st</sup>), and a new work permit for the following year is required. A \$132 fee for permit review and processing is required at the time of application.

As of the date of this letter, Alberta legislation has adopted the National Fire Code – 2019 Alberta Edition and the National Building Code – 2019 Alberta Edition, further referenced as NFC(AE) and NBC(AE) respectively.

### **Scope**

The Fire Prevention Branch is responsible for enforcing the current NFC(AE) and applicable standards within the Regional Municipality of Wood Buffalo. Activities applicable to the NBC(AE) (i.e. installation or alteration of special fire suppression systems) require an application for a building permit. For more information about building permits, contact Safety Codes Services by email at [inspections@rmwb.ca](mailto:inspections@rmwb.ca), by telephone at 780-743-7000, or visit the Safety Codes Services counter at the RMWB government office (Timberlea branch) located on 309 Powder Drive.

In October 2018, the Province of Alberta issued STANDATA 14-FCI-005, *Fixed Fire Suppression and Exhaust Systems – Cooking and Cleaning*. This STANDATA explicitly clarifies the qualifications required to clean commercial cooking equipment and compliments NFC(AE) Division C Sentence 2.2.4.5. (1) requirement:

### **2.2.4. Qualifications**

#### **2.2.4.5 Commercial Cooking Equipment Exhaust Systems**

- 1) Only qualified persons shall perform maintenance on commercial cooking equipment exhaust systems when they have obtained a certificate verifying they have completed an **approved** course of training in duct-cleaning procedures.

The NFC(AE) defines the term **approved** as acceptable to the *Provincial Fire Administrator*.



Currently, there are only two organizations recognized and **approved** by the *Provincial Fire Administrator* to provide the training for the cleaning of commercial cooking equipment exhaust systems. Those organizations are:

1. Phil Ackland Kitchen Exhaust Certification and Training; and
2. MFS Exhaust Hood Cleaning School

The Fire Prevention Branch will not evaluate qualifications and will not accept qualifications that are not **approved**. The Fire Prevention Branch will verify NFC(AE) qualification requirements and **approved** certificates of training. Evaluation and approval of other various training, certificates, and seals are performed by the office of the Provincial Fire Administrator.

To provide the best service to our mutual customers, the Fire Prevention Branch will issue a permit perform maintenance on commercial cooking equipment exhaust systems to those companies with individuals qualified as per the NFC(AE). The process for permit issuance allows for sharing industry information, verifying qualifications, and reviewing report language.

### **Obligations of the Service Provider**

It is expected that an inspection, testing, maintenance, or cleaning report is made available to a customer within 15 business days of the inspection. If a service provider discovers that a fire-extinguishing system or exhaust system is nonoperational or impaired, the system shall be tagged as noncompliant, and the service provider shall notify, in writing, the Fire Prevention Branch and the owner or the owner's representative of the nonoperational status or impairment.

Should you have further questions, please 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  
FIRE PREVENTION BRANCH  
APPLICATION FOR PERMIT / SERVICE**

Type of Permit: COMMERCIAL COOKING EQUIPMENT EXHAUST SYSTEMS MAINTENANCE

Company Name: \_\_\_\_\_ Company Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Business License #: \_\_\_\_\_

Permit Use:    Annual                       Single Event                       Monthly  \_\_\_\_\_ (months)

Business Name & Address for Permit Use: (If Applicable) \_\_\_\_\_

Requested Permit Commencement Date: \_\_\_\_\_

The undersigned hereby applies for the above in accordance with the National Fire Code – 2019 Alberta Edition and the Regional Municipality of Wood Buffalo By-laws and requirements.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

*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.*

**FOR OFFICE USE ONLY**

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

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

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



# Application Checklist

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

## Include This Checklist with the Permit Application Package

Applicant Initials Here:	Commercial Cooking Equipment Exhaust Systems Maintenance Work Permit Application
	Attached Application Form.
	Attached Qualification Form.
	Provided photocopies of credentials/qualifications.
	Attached exhaust system service report template.
	On the first page of the service report, "NFPA 96, 2017" is identified as the Standard that the exhaust system is maintained to.
	On the first page of all service reports, the system status - <u>fully functional or system has deficiencies</u> - is explicitly identified.
	Photographic evidence of 'before' and 'after' cleaning states shall be included in the reports.
	Persons maintaining commercial cooking equipment exhaust systems have access to the <a href="#">STANDATA 14-FCI-005, "Fixed Fire Suppression and Exhaust Systems – Cooking and Cleaning"</a> .
	Persons maintaining commercial cooking exhaust systems have access to <a href="#">NFPA 96, 2017 - Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations</a> .

Applicant Name: \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Applicant Position with Company: \_\_\_\_\_

*For Office Use Only*

Reviewing Officer: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

# Proof of Qualifications

Technician/Technologist:

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Credentials:

- Phil Ackland Kitchen Exhaust Certification and Training
- MFS Exhaust Hood Cleaning School

Registration Number: \_\_\_\_\_ - \_\_\_\_\_

Photocopy of Credentials Attached:

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*For Office Use Only*

Proof of credentials  Yes  No

Expiration Date of Credentials: \_\_\_\_\_

Technician/Technologist:

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Credentials:

- Phil Ackland Kitchen Exhaust Certification and Training
- MFS Exhaust Hood Cleaning School

Registration Number: \_\_\_\_\_ - \_\_\_\_\_

Photocopy of Credentials Attached:

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*For Office Use Only*

Proof of credentials  Yes  No

Expiration Date of Credentials: \_\_\_\_\_

*Duplicate this page as necessary.*

## Appendix A—Permit Conditions

- The following conditions apply to a permitted shutdown of a commercial cooking equipment exhaust system for inspections, tests, maintenance, cleaning or repairs per Division B Section 6.1 and Article 2.6.1.9 of the National Fire Code – 2019 Alberta Edition [NFC(AE)].
- **No work on fire alarm systems shall be performed 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 NFC(AE) at all times as per the *Provincial Fire Administrator's* interpretation.
- Activities regulated by the National Building Code – 2019 Alberta Edition [NBC(AE)], require a building permit. Building permits, where required, shall be obtained from the Building Authority through a presentation of the complete scope of work involving a special fire suppression system. For more information about building permits, contact Safety Codes Services by email at [inspections@rmwb.ca](mailto:inspections@rmwb.ca), by telephone at 780-743-7000, or visit the Safety Codes Services counter at the RMWB government office (Timberlea branch) located on 309 Powder Drive. All work performed shall be in conformance with the NFC(AE), NBC(AE), and relevant National Fire Protection Association (NFPA) standards.
- 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 a 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 NFC(AE) is maintained. The following resources help develop alternative measures for life safety during a “temporary shutdown”:
  - NFC(AE)
  - 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 *Fire Watch Service*
  - Posting instructions for alternate provisions or actions to be taken in case of an emergency
  - Provide additional emergency hose lines (where a standpipe system is also provided) or additional fire extinguishers (where no standpipe system is present) to the areas affected by the sprinkler shutdown.

*Continued on the next page.*



## Appendix A—Permit Conditions Continued

- Restore the system to full operational condition as soon as practicable.
- The facility owner shall be kept aware of the status of the commercial cooking equipment exhaust systems and associated fire-extinguishing systems.
- Where commercial cooking equipment exhaust systems or their associated fire suppression systems are put out of service for inspection, testing, maintenance, or cleaning, the supervisory and kitchen staff shall be informed not to use appliances protected by the offline system.
- **Any modifications to the areas of coverage, orientation, spacing or layout of the nozzles or commercial cooking equipment requires a building permit from Safety Codes Services and is excluded from the scope of work from the permit issued by the Fire Prevention Branch.**

## Appendix B—Fire Watch Service

1. Each individual employed for fire watch service in a facility shall know of and be capable of performing the following functions:
  - i. Recognizing an emergency;
  - ii. Transmitting an emergency message to the appropriate authority or emergency communications centre;
  - iii. Operating equipment required for fire control and emergency warning;
  - iv. Transmitting an emergency warning to facility occupants;
  - v. Maintaining orderly control of emergency evacuation procedures.
2. No other duties shall interfere with an individual's fire watch duties.
3. A sufficient number of individuals shall be employed to make at least one complete patrol of the facility to be protected every 60 minutes of the fire watch required. Patrols shall be recorded and made available upon request by a Fire Safety Codes Officer.
4. Each individual shall be provided with a means of communication with the Fire Department Dispatch centre both within and outside of the facility required to be protected. (Cellular phone is acceptable)
5. Each individual shall be advised of:
  - i. The route to be followed during patrol;
  - ii. Details to be observed during the patrol;
  - iii. Observations that require notification of emergency personnel
  - iv. Emergency notification instructions; and
  - v. 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 fire watch shall commence within 15 minutes of the beginning of the shift and shall include the following:
  - i. Ensure that access to and from the building is unobstructed;
  - ii. Ensure that all combustible waste has been removed from the building or is stored in proper containers with lids;
  - iii. Ensure that all fire protection equipment is in place (as shown on fire safety plan drawings) and accessible for use;
  - iv. Ensure that aisles providing access to exit are unobstructed;
  - v. Turn off all non-required appliances and machinery;
  - vi. Ensure that smoking material containers have been appropriately emptied and disposed of in closed metal containers;
  - vii. Ensure that all service appliances used for heating, ventilating and air conditioning are operating properly;
  - viii. Monitor all special hazards that are operating (i.e. special heaters, fuel-fired appliances, etc.); and
  - ix. Monitor all special storage areas containing hazardous materials such as flammable/combustible materials, compressed gases and combustible waste.