

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

November 05, 2020

## **RE: PERMIT REQUIRED TO WORK ON FIRE ALARM AND VOICE COMMUNICATION 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 fire alarm and voice communication 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 replacement of fire alarm panels and alteration of fire alarm system equipment regulated by the NBC(AE)) 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.

### **Qualifications**

Please ensure all persons in your company are aware of the following NFC(AE) Division C requirements:

Individuals qualified to make operational, inspect, test and maintain fire alarm and voice communication systems per the NFC(AE) are:

#### Certified Journeyman Electricians:

- a) Alberta-certified before September 1, 1991 and having acquired an **approved** certificate of training for a fire alarm course,
- b) Alberta-certified on or after September 1, 1991, or
- c) certified as a Canadian Red Seal Journeyman Electrician and having acquired an **approved** certificate of training for a fire alarm course.

#### Fire Alarm Technicians:

- a) completed **approved** training for fire alarm system maintenance from an Alberta post-secondary institution, or
- b) certified by the Canadian Fire Alarm Association (CFAA).

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



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 to perform work on fire alarm and voice communication systems to those companies with individuals qualified as per the NFC(AE). The process for permit issuance allows for sharing industry information, verifying qualifications, reviewing report language, and establishing communication between services in the field and fire department dispatch.

### **Records**

The NFC(AE) 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". A reviewed fire alarm system inspection report that does not comply with the requirements of the NFC(AE) and CAN/ULC-S536-13 can prohibit permit issuance.

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

It is expected that an inspection, testing, or maintenance report is made available to a customer within 15 business days of the 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 shall notify, in writing, the Fire Prevention Branch and the owner or their authorized agent of that notification.

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: FIRE ALARM AND VOICE COMMUNICATION 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:	Fire Alarm and Voice Communications System Maintenance Work Permit Application
	Attached Application Form.
	Attached Qualification Form.
	Provided photocopies of credentials/qualifications.
	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, at all times, have access to <a href="#">CAN/ULC-S536-13 – Standard for Inspection and Testing of Fire Alarm Systems</a>
	Persons working on a fire alarms system are aware of <a href="#">STANDATA FCB-14-01, Persons Qualified to Maintain Fire Alarm and Detection Systems</a>
	<b>My company acknowledges and understands that a nuisance alarm generated by an employee, or any persons the company has retained/subcontracted services for, working on a fire alarm system and/or water-based fire protection systems without having first provided a testing notification by contacting the Fire Department Dispatch centre and fire monitoring, if applicable, or hold a valid permit from the Fire Prevention Branch to perform the work intended will result in an invoice to the owner of my company for the emergency response.</b>

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

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

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

*For Office Use Only*

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

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



# Proof of Qualifications

Technician/Technologist:

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

Credentials:

- Electrician
- Fire Alarm Technician

Accrediting Institution: (Ex: CFAA, ECAA, AFSA) \_\_\_\_\_

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

Credentials:

- Electrician
- Fire Alarm Technician

Accrediting Institution: (Ex: CFAA, ECAA, AFSA) \_\_\_\_\_

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 fire alarm system to all or part of a facility for alterations, additions, repairs, inspections, tests, or maintenance per Division B Section 6.1 and Section 6.3 of the National Fire Code – 2019 Alberta Edition [NFC(AE)].
- **Notify Fire Department Dispatch at (780) 743-7061:**
  - Before commencing any work on a fire alarm system and/or a water-based fire protection system
  - Upon restoring the system to full or partial operation
  - Upon accidental activation of a fire alarm system
- If the property is equipped with a fire signal receiving system (fire monitoring system), it is required that the fire protective signaling centre is also notified that a fire alarm system and/or fire protection system are being worked on.
- A nuisance alarm generated by an individual/company working on a fire alarm system and/or a water-based fire protection 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 an invoice for the emergency response **to the individual/owner of the company responsible for the nuisance alarm.**
- 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 presentation of the complete scope of work involving a fire alarm 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

*Continued on the next page.*

## Appendix A—Permit Conditions Continued

- 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
- A fire watch shall be provided in all areas affected by a fire alarm and voice communication system shutdown. **Patrols shall be recorded and made available upon request by a Fire Safety Codes Officer.**
- The facility owner and all affected building occupants shall be notified of any fire alarm and voice communication system shutdowns before they occur.
- The facility owner shall be kept aware of the status of the fire alarm system.
- Should work on the system be discontinued for any reason before completion of the work necessary to ensure full operation, all parts of the system that can be restored to operation will be restored, and a fire watch shall be maintained in all areas that remain unprotected.

## 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.