

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

November 05, 2020

**RE: PERMIT REQUIRED TO PERFORM HOT WORKS 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 hot works 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.

Please note that a nuisance alarm generated by an individual/company performing hot works that does not provide notification to Fire Department Dispatch or hold a valid permit from the Fire Prevention Branch to perform hot works will result in a cost recovery invoice for the emergency response **to the individual/owner of the company responsible for the nuisance alarm.**

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: HOT WORKS

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 Sapræe 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)



## Appendix A—Permit Conditions

The following conditions apply to permits issued for the conduct of *hot works*. Hot work means the burning, welding, heating of a material, or a similar operation that is capable of initiating fires or explosions including, but not limited to, cutting, welding, thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, torch-applied roofing or membrane, adhesive bonding, or any similar heat-producing activity.

A hot works permit is required for the conduct of anyone of the above noted hot works outside of a work area specifically dedicated and approved to be used for such activity.

Before conducting hot work in a building with a fire alarm and detection system, ensure that steps are taken to reduce the potential for a nuisance alarm being initiated due to the hot work. **Notifying Fire Department Dispatch at 780-743-7061 is always part of best practice.** Where a fire alarm system must be shut down in whole or part to avoid nuisance alarms due to hot works, appropriate notification shall be made to Fire Department Dispatch at 780-743-7061 and a fire alarm work permit shall be obtained where the shutdown is to extend beyond two hours total time. Conditions for the shutdown of a fire alarm system may include the provision of a fire watch for all areas affected.

- Except as noted otherwise below, hot works shall conform to CSA W117.2 “*Safety in Welding, Cutting and Allied Processes.*”
- Hot works shall only be performed by personnel trained in the safe use of equipment in conformance with the National Fire Code – 2019 Alberta Edition [NFC(AE)] Division B Section 5.2 Hot Works.
- Hot work equipment shall be maintained in good operating condition.
- Hot work equipment shall be examined for leakage and defects before each use.
- Leaking or defective equipment shall not be used until all leaks and defects have been repaired.
- Class 2 gas hot work equipment valves shall be in the closed position and gas lines bled when not in use.
- Electric hot work equipment shall be de-energized when not in use.
- Oxygen-fuel gas equipment shall conform to NFPA 51, “*Design and Installation of Oxygen-Fuel Gas Systems for Welding, Cutting and Allied Processes.*”
- Unalloyed copper piping shall not be used for acetylene gas.
- Oil or grease shall not be used with equipment for oxygen.

*Continued on the next page.*

## Appendix A—Permit Conditions Continued

- Cylinders of Class 2 gases shall conform to the storage requirements of the National Fire Code – 2019 Alberta Edition [NFC(AE)] Division B Part 3
  - Protect against mechanical damage
  - Protected against valve damage
  - Firmly secured to walls or in transport devices
  - Not stored in or within 1 m of exits, corridors or other areas providing access to exit
- Hot work shall only be conducted in an area free of combustible or flammable contents, unless:
  - A 15-metre protection radius is established in which combustible/flammable materials are protected from ignition,
  - A fire watch is maintained during the hot work and for 60 minutes following completion of hot work, and
  - A final inspection is conducted 4 hours after completion of the hot work.
- Combustible and flammable materials, dust or residues shall be removed from the hot work area or shall be protected from ignition by the use of non-combustible materials. Where this is not possible, surfaces shall be thoroughly wetted where hot work is to be conducted.
- Adjacent processes to a hot work area, involving the creation of flammable gases or vapours, combustible dust or combustible fibres in quantities sufficient to create a fire or explosion hazard shall cease during the hot work.
- Personnel conducting fire watch during or following hot work shall be trained in the use of extinguishers.
- At least one portable fire extinguisher shall be provided in a hot work area.
- Unless appropriate steps are taken to mitigate the hazard of fire, hot work shall not be conducted on:
  - Containers of flammable, combustible liquids or flammable gases
  - Totally enclosed containers;
  - Metal objects in contact with combustible materials, or
  - Near piping containing flammable gas