

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

November 01, 2019

RE: PERMIT REQUIRED TO WORK ON FIRE SPRINKLER 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 sprinkler system work permits expire at the end of the fiscal year (December 31st), and a new work permit for 2020 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 that apply to the NBC(AE) (i.e. installation or alteration of fire sprinkler systems) require an application for a building permit. For more information about building permits, contact inspections@rmwb.ca, or please visit the Safety Codes Services counter at 309 Powder Drive.

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

2.2.4. Qualifications

2.2.4.4 Sprinkler Systems

- 1) Only qualified persons shall install, alter, test or perform maintenance on automatic fire sprinkler systems.
- 4) Persons are considered qualified in the inspection, testing, and maintenance of automatic fire sprinkler systems installed to NFPA 13 and NFPA 13R in accordance with NFPA 25, "Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems," when they have
 - a) Acquired a Journeyman's certificate of training as a sprinkler fitter, or
 - b) Acquired an **approved** certificate of training in the testing and maintenance of automatic sprinkler systems.

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

All components of a water-based fire protection system shall be inspected, tested, and maintained as per NFPA 25-2017 edition. The NFC(AE) requires reports for all inspections, tests, and maintenance performed per NFPA 25, including but not limited to: backflow preventers, fire pumps, fire sprinkler systems, standpipe, and hose systems, and private fire hydrants.



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 provide a permit to perform work on fire sprinkler 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.

Obligations of the Service Provider

It is expected that 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 must notify the Fire Prevention Branch in writing.

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

**REGIONAL MUNICIPALITY OF WOOD BUFFALO
FIRE PREVENTION BRANCH
APPLICATION FOR PERMIT / SERVICE**

Type of Permit: FIRE SPRINKLER SYSTEM 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 Saprae Creek Trail T9H 4P1, or call 780-792-5519.

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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 Sprinkler Systems Maintenance Work Permit Application
	Attached Application Form.
	Attached Qualification Form.
	Provided credentials to support qualifications
	Attached water-based fire protection system service report templates
	On the first page of all individual reports (fire pumps, backflow preventers, sprinkler systems, standpipe and hose systems, fire hydrants), <u>the applicable standard and the edition currently adopted in Alberta</u> are explicitly identified. For example, NFPA 25-2017
	On the first page of all service reports, the system status - <u>fully functional or system has deficiencies</u> - is explicitly identified.
	Persons working on water-based fire protection systems at all times have access to the legally adopted edition of <i>NFPA 25, "Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems"</i> in force in Alberta.

Applicant Name: _____

Applicant Phone Number: _____

Applicant Position with Company: _____

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Reviewing Officer: _____

Notes: _____



Proof of Qualifications

Technician/Technologist:

Full Name: _____

Phone Number: _____

Credentials:

- Journeyman's Certificate of Training as a Sprinkler Fitter
- Certificate Accepted by the Provincial Fire Administrator

Accrediting Institution: (Ex: Red Seal) _____

Registration Number: _____ - _____

Photocopy of Credentials Attached:

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Proof of credentials Yes No

Expiration Date of Credentials: _____

Technician/Technologist:

Full Name: _____

Phone Number: _____

Credentials:

- Journeyman's Certificate of Training as a Sprinkler Fitter
- Certificate Accepted by the Provincial Fire Administrator

Accrediting Institution: (Ex: Red Seal) _____

Registration Number: _____ - _____

Photocopy of Credentials Attached:

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 sprinkler and other water-based fire protection systems to all or part of a facility for repairs, maintenance, inspections and tests, per Division B Subsections 6.1.1. and 6.4.1. 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.
- Notify Fire Department Dispatch at (780) 743-7061:
 - Before commencing any work on a water-based fire protection system
 - Upon restoring the system to full or partial operation
 - A nuisance alarm generated by an individual/company working on 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 owner of the facility.**
- 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 inspections@rmwb.ca or visit the Safety Codes Services counter at 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 can 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
 - 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.
- A fire watch shall be provided in all areas affected by a sprinkler shutdown. **Patrols shall be recorded and made available upon request by a Fire Safety Codes Officer.**
- Temporary water connections shall be made to the sprinkler system, where possible, to offset the hazard posed by a non-functional sprinkler system.
- The facility owner and all affected building occupants shall be notified of any water-based fire protection system shutdowns before they occur.
- Restore the system to full operational condition as soon as practicable.
- Closed control valves shall be identified and tagged as such.
- Where alterations, additions or repairs have been completed on a system that has been shut down, the following tests and inspections shall be conducted:
 - All-new system piping shall be pressure tested in conformance with all applicable installation standard(s) requirements;
 - A main drain test shall be performed to confirm all system valves are open, and
 - All alarm and supervisory devices on the system shall be checked to ensure they function as required.
- 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 15 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 Regional Emergency Services 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.