

Regional Municipality of Wood Buffalo
Fire Prevention Branch
Phone: (780) 792 – 5519
RESFire.PreventionBranch@rmwb.ca

October 29, 2025

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 31st), 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 – 2023 Alberta Edition and the National Building Code – 2023 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, by telephone at 780-743-7000, or by visiting the Safety Codes Services counter in the first floor of the Jubilee Building located at 9909 Franklin Avenue.

In March 2021, the Province of Alberta issued STANDATA 19-FCI-002R1, *Fixed Fire Suppression and Exhaust Systems – Cooking, Cleaning, and Maintenance*. 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 that they have completed an **approved** course of training in duct-cleaning procedures.

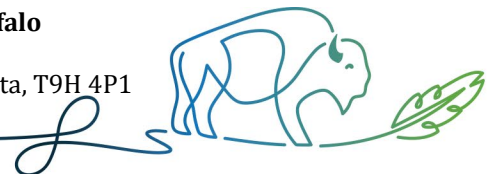
The NFC(AE) defines the term **approved** as acceptable to the *Provincial Fire Administrator*.

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.

Regional Municipality of Wood Buffalo
Fire Prevention Branch
200 Sapræ Creek Trail, Fort McMurray, Alberta, T9H 4P1
www.rmwb.ca/fireprevention



To provide the best service to our mutual customers, the Fire Prevention Branch will issue a permit to 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.

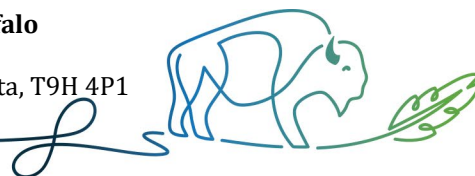
Obligations of the Service Provider

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
Regional Emergency Services





REGIONAL MUNICIPALITY
OF WOOD BUFFALO

**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 Alberta *Fire Code Regulation* 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.

FOR OFFICE USE ONLY

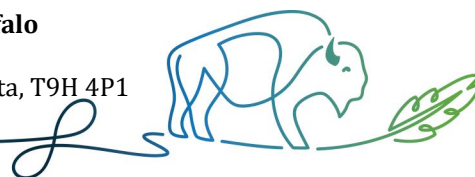
Date/Time Application Received: _____ Total Fee: \$ _____

Received By: _____ Invoice Date: _____

Receipt Number: _____ (Cash, Cheque, Debit or Credit)

Please send the complete application to RESFire.PreventionBranch@rmwb.ca

**Regional Municipality of Wood Buffalo
Fire Prevention Branch**
200 Saprae Creek Trail, Fort McMurray, Alberta, T9H 4P1
www.rmwb.ca/fireprevention



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 STANDATA 19-FCI-002R1, "Fixed Fire Suppression and Exhaust Systems – Cooking, Cleaning, and Maintenance" .
	Persons maintaining commercial cooking exhaust systems have access to NFPA 96, 2017 - Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations .

Applicant's Full Name: _____

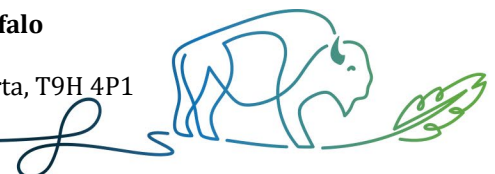
Applicant's Phone Number: _____

Applicant's Position with Company: _____

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Reviewing Officer: _____

Notes: _____



Proof of Qualifications

Technologist/Technician

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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Proof of Credentials ☐ Yes ☐ No

Expiration Date of Credentials: _____

Technologist/Technician

Full Name: _____

Phone Number: _____

Credentials:

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

Registration Number: _____

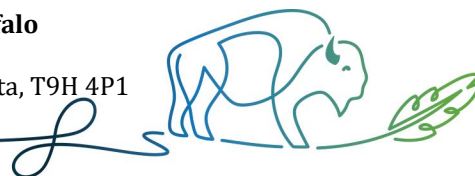
Photocopy of Credentials Attached: ☐

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Proof of Credentials ☐ Yes ☐ No

Expiration Date of Credentials: _____

Duplicate this page as necessary.



Permit Conditions

Activities regulated by the Alberta *Building Code Regulation* 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 fire protection installations. For more information about building permits, contact Safety Codes Services by email at inspections@rmwb.ca, by telephone at 780-743-7000, or by visiting the Safety Codes Services counter in the first floor of the Jubilee Building located at 9909 Franklin Avenue.

All work performed shall be in conformance with the NFC(AE), NBC(AE), and relevant National Fire Protection Association (NFPA) standards.

Only qualified persons confirmed by the Fire Prevention Branch can inspect and perform maintenance on commercial cooking equipment exhaust systems.

Credentials of all qualified personnel intended to work on commercial cooking equipment exhaust systems must be forwarded to the Fire Prevention Branch at the time of application or permit renewal. Credentials must also be provided any time a new employee works on commercial cooking equipment exhaust systems within the Regional Municipality of Wood Buffalo so as to accurately maintain the permit information.

These conditions form part of the commercial cooking equipment exhaust systems work permit which you have been issued.

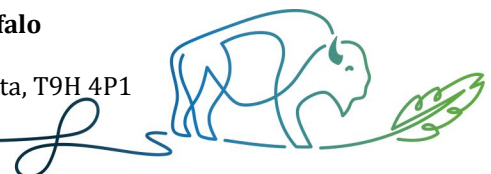
No work on fire alarm systems shall be performed under this permit. When a scope of work requires any work on existing fire alarm systems, the following conditions shall be met:

- 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.

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.

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 – 2023 Alberta Edition [NFC(AE)].

1. The facility owner and all affected building occupants shall be notified of commercial cooking equipment exhaust system and associated fire-extinguishing system shutdowns before they occur.
2. The facility owner shall be kept aware of the status of the commercial cooking equipment exhaust systems and associated fire-extinguishing systems.
3. Restore the system to full operational condition as soon as practicable.
4. **Where commercial cooking equipment exhaust systems and/or their associated fire-extinguishing systems are put out of service for inspection, testing, maintenance, or cleaning, the supervisory and kitchen staff shall be informed that the use of the appliances protected by the offline system is prohibited.**
5. **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.**
6. 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.

