

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

October 29, 2025

RE: PERMIT REQUIRED TO WORK ON FIRE ALARM AND VOICE COMMUNICATIONS 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 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 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, 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.

Qualifications

Please ensure all persons in your company are aware of the following **NFC(AE) Division C article 2.2.4.3.** requirements.

Persons are considered qualified to make operational, inspect, test and maintain fire alarm and voice communication systems and sign applicable documentation when they have acquired

- a) a certificate of training in this area of study from a public post-secondary educational institution, including
 - i) a journeyperson's electrician certificate on or after September 1, 1991, or
 - ii) a journeyperson's electrician certificate prior to September 1, 1991, and a fire alarm course recognized by the *Provincial Fire Administrator*, or
- b) Fire Alarm Technician certification issued by the Canadian Fire Alarm Association (CFAA) and that certification shall be maintained as per the CFAA's certification policy.

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-S536:2019. Required forms are included in CAN/ULC-S536:2019, "Standard for 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-S536:2019 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
Regional Emergency Services





REGIONAL MUNICIPALITY
OF WOOD BUFFALO

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

Type of Permit: FIRE ALARM AND VOICE COMMUNICATIONS 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

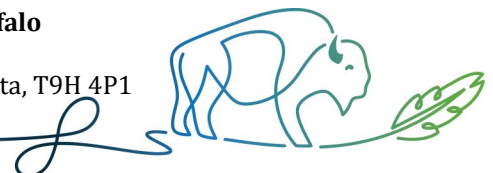
Date/Time Application Received: _____ Total Fee: \$ _____

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:	Fire Alarm and Voice Communications Systems Maintenance Work Permit Application
	Attached Application Form.
	Attached Qualification Form.
	Provided photocopies of credentials/qualifications.
	Attached fire alarm annual test and inspection report template conforming to: CAN/ULC-S536:2019 – Standard for Inspection and Testing of Fire Alarm Systems
	Persons working on fire alarm systems, at all times, have access to CAN/ULC-S536:2019 – Standard for Inspection and Testing of Fire Alarm Systems
	Persons working on a fire alarms system are aware of STANDATA 19-FCI-008, Qualifications and Approvals: Division C National Fire Code – 2019 Alberta Edition (NFC(AE))
	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.

Applicant's Full Name: _____

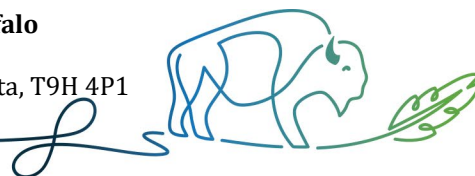
Applicant's Phone Number: _____

Applicant's Position with Company: _____

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Reviewing Officer: _____

Notes: _____



Proof of Qualifications

Technologist/Technician

Full Name (as recognized by certifying institution) _____

Credentials:

- ☐ Journeyperson Electrician
☐ Fire Alarm Technician

Accrediting Institution: (Ex: CFAA, ECAA, AFSA) _____

Registration Number: _____ - _____

Photocopy of Credentials Attached: ☐

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Proof of Credentials ☐ Yes ☐ No

Expiration Date of Credentials: _____

Technologist/Technician

Full Name (as recognized by certifying institution) _____

Credentials:

- ☐ Journeyperson Electrician
☐ Fire Alarm Technician

Accrediting Institution: (Ex: CFAA, ECAA, AFSA) _____

Registration Number: _____ - _____

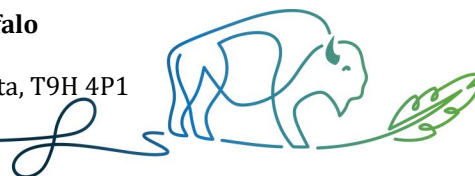
Photocopy of Credentials Attached: ☐

For Office Use Only

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 CAN/ULC-S536:2019, "Standard for Inspection and Testing of Fire Alarm Systems".

Only fire alarm technicians and electricians qualified as per the Provincial Fire Administrator's interpretation and confirmed by the Fire Prevention branch can install, test or perform maintenance on fire alarm systems.

Credentials of all qualified personnel intended to work on fire alarm 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 (fire alarm technician or electrician) works on fire alarm systems within the Regional Municipality of Wood Buffalo so as to accurately maintain the permit information.

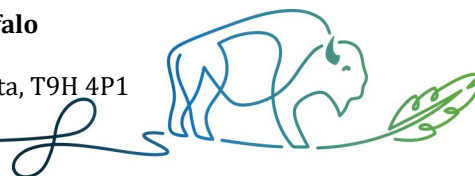
These conditions, in addition to "Fire Watch Service Guidelines", form part of the fire alarm systems work permit which you have been issued. These conditions apply to any shutdown (in whole or part) of the fire alarm system that is expected to exceed two hours in duration, including:

1. Disconnection or impairment of operation of any detection component,
2. Disconnection of any audibles or visuals,
3. Disconnection of required monitoring signals from central station monitoring services,
4. Disconnection of either power source to a fire alarm system (i.e. shutdown of building power, removal of batteries), or
5. Disconnection of required ancillary devices to the system.

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

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 – 2023 Alberta Edition [NFC(AE)].

1. 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.**
2. All reasonable steps shall be taken to ensure that as little of the system is shut down as necessary to correct the problem or to affect repairs. Restore the system to full operation as quickly as practicable. 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.**
3. An alternate form of local alarm shall be put in place and all occupants shall be made aware of this alternate fire warning system. (Normally, this would be part of the facility Fire Safety Plan. However, if not addressed in that plan, alternate means must be developed and implemented.)
4. The facility owner and all affected building occupants shall be notified of any fire alarm and voice communication system shutdowns before they occur.
5. The facility owner shall be kept aware of the status of the fire alarm system.
6. 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.
7. **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.



Fire Watch Service Guidelines

Alberta Regulation 32/2015, Fire Code Regulation, requires that fire protection installations shall always be maintained in operating condition. Where any fire protection systems are offline for any reason, a Fire Watch using dedicated fire watch personnel shall be implemented immediately and must be continuous until the fire protection systems are repaired and restored to a fully operational status. **Fire protection installations shall be inspected, tested, maintained, repaired, replaced, modified, or made operational only by a service company with a valid permit from the Fire Prevention Branch.**

A “Fire Watch” is a dedicated person or persons whose sole responsibility is to look for fires within an established area. Fire watch is required in the event of temporary failure or shutdown of fire safety equipment, where activities require the interruption of any fire detection, suppression or alarm system component, or where activities increase the risk of fire—such as Hot Works.

Fire Watch is only intended as a short term alternative that permits continued occupancy of the facility/building. The immediate action of the facility/building owner, or their representative, shall arrange for corrective measures to be taken on the system(s) that are out of service.

Fire watch may be conducted by professional security/fire watch service company or by occupants of the building designated by the facility/building owner(s) and trained in their duties.

1. Dedicated fire watch personnel utilized/employed for fire watch service in a facility/building shall have knowledge of and be capable of performing the following functions:
 - Recognizing an emergency situation,
 - Transmitting an emergency warning to facility/building occupants,
 - Transmitting an emergency message to 911,
 - Operating equipment required for fire control and emergency warning, and
 - Maintaining orderly control of emergency evacuation procedures.
2. No other duties shall interfere with a fire watch personnel's duties.
3. A sufficient number of fire watch personnel shall be utilized/employed to make at least one complete patrol of the area to be protected, including stairwells, every 60 minutes or less, *depending on the risk and requirements of the fire department.* Where all areas or zones requiring the fire watch cannot be patrolled within 60 minutes or less, retaining additional personnel, as necessary, for such duties is required. *Only those areas or zones affected by shutdown or are inoperative are required to have fire watch.* **Fire watch patrols shall be continuous, and it is the expectation that fire watch personnel always remain on-site actively patrolling. Each patrol shall be recorded and made available upon request by a Fire Safety Codes Officer.**
4. Each fire watch personnel shall be provided with a means of communication to 911 both within and outside of the facility required to be protected. (Cellular phone is acceptable)



5. Each fire watch personnel shall be advised of:
 - The route to be followed during patrol,
 - Details to be observed during the patrol,
 - Situations that require notification of emergency personnel,
 - Emergency notification instructions,
 - Fire safety plan emergency procedures relevant to the area(s) for which fire watch has been assigned, and
 - Fire extinguishers and/or hose cabinet locations.
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:
 - Ensure that access to and from the building is unobstructed,
 - Ensure that all combustible waste has been removed from the building or is stored in proper containers with lids,
 - Ensure that all fire protection equipment is in place (as shown on fire safety plan drawings) and accessible for use,
 - Ensure that aisles providing access to exit are unobstructed,
 - Turn off all non-required appliances and machinery,
 - Ensure that smoking material containers have been appropriately emptied and disposed of in closed metal containers,
 - Ensure that all service appliances used for heating, ventilating and air conditioning are operating properly,
 - Monitor all special hazards that are operating (i.e. special heaters, fuel-fired appliances, etc.), and
 - Monitor all special storage areas containing hazardous materials such as flammable/combustible materials, compressed gases and combustible waste.
7. All building occupants are to be notified that fire protection systems in the building are out of service and that a Fire Watch has been instituted until the systems are online again.
8. A "Fire Watch Notice" shall be posted in a conspicuous location in the main entrance to the building. Copies of the Fire Watch Notice must also be posted throughout the common areas of the areas or zones affected by the shutdown.
9. Each person assigned to Fire Watch duties should be provided with the following equipment and materials:
 - A portable air horn, whistle, or other means of sounding an alarm
 - Keys and/or access codes to provide entry to all rooms/spaces
 - Floor/site plan(s) of the facilities/buildings under Fire Watch
 - A list of persons who may require assistance in evacuation within the facility/building
 - A copy of this "Fire Watch Service" document
 - Copies of the "Fire Watch Record"



10. If fire or smoke conditions are discovered:
 - Alert all building occupants by sounding a portable air horn, whistle, and/or activating the fire alarm system (if not affected by shutdown and still online).
 - Notify the fire department by calling **9-1-1—ALWAYS call from a safe area away from the immediate fire area.**
 - Do not attempt to extinguish a fire unless it is safe to do so. Additionally, the fire should be small; you should have an escape route(s) and continuously re-evaluate its usability; and you should be trained in and confident in your ability to use fire extinguishing equipment.
 - Marshal the evacuation as required. Once the building evacuation is complete, await emergency response personnel at a safe location (muster point).
 - *Do not re-enter the building without an ALL CLEAR from a Fire Department Official.*
11. Other duties and responsibilities include:
 - Never leave the areas requiring fire watch service unless other fire watch personnel replace you
 - Means of egress, including corridors, access to exits, egress and exit doors are to be checked periodically for proper operation and obstructions; rectify any issues immediately, if possible
 - Keep flammable materials away from ignition sources
 - Stop operations if you find any hazardous condition
 - Be on the lookout for potential fire hazards in all areas or zones affected by the shutdown
 - Maintain the conditions and requirements stated on the Hot Works permit
 - When all operations are done, do not leave the worksite unless you're sure that there are no hot sparks, burning embers and other fire hazards unless another Fire Watch or fire monitor is assigned



FIRE WATCH NOTICE

- *Post copies of this sign at the principal entrance and all other entrances leading to the affected area(s).*

OUT OF SERVICE

A fire watch is patrolling the portion(s) of the building affected by the out-of-service system(s).

IN CASE OF FIRE

CALL 9-1-1

Fire Watch Record

Facility/Building Address: _____

Systems Shutdown

- ☐ Fire Alarm System ☐ Fire Sprinkler System ☐ Standpipe System
☐ Fire Pump System ☐ Special Fire Suppression System
☐ Other (Specify) _____

System(s) Out of Service

Date: _____ Time: _____

Systems(s) Restored Online

Date: _____ Time: _____

Areas/Zones Requiring Fire Watch Patrols

Persons Conducting Fire Watch Service

Name	Company	Contact Number

Supervisor's Name: _____

Supervisor's Company: _____

Supervisor's Contact Number: _____

