



Lethbridge Fire & Emergency Services
Fire Prevention Bureau
Phone: (403) 320 - 3811
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November 25, 2025

RE: REGISTRY REQUIRED TO WORK ON WATER-BASED FIRE PROTECTION SYSTEMS IN THE CITY OF LETHBRIDGE

Effective January 1, 2025, the Lethbridge Fire Prevention Bureau will require any company that performs inspection, testing, or maintenance to water-based fire protection systems in the City of Lethbridge to join the registry from the Fire Prevention Bureau prior to performing that work.

Please complete the attached application and return it to the Fire Prevention Bureau for processing. The water-based fire protection systems registry shall be kept up to date by the companies performing that work (ie; new employees and credentials, company name changes, etc.).

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 City of Lethbridge. 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 the City of Lethbridge at 311.

Qualifications

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 and repairs on automatic fire sprinkler systems.

4) Persons are considered qualified in the inspection, testing, maintenance and repair of automatic fire sprinkler systems installed in conformance with NFPA 13, "Standard for the Installation of Sprinkler Systems," and NFPA 13R, "Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies," in accordance with NFPA 25, "Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems," when they have acquired a journeyperson's certificate of training as a sprinkler system installer recognized in Alberta.

5) Persons are considered qualified in the inspection, testing and maintenance of automatic fire sprinkler systems installed in conformance with NFPA 13, "Standard for the Installation of Sprinkler Systems," and NFPA 13R, "Standard for the Installation of Sprinkler Systems in Low-Rise Residential Occupancies," in accordance with NFPA 25, "Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems," when they have acquired an approved certificate of training

in the inspection, testing and maintenance of automatic fire sprinkler systems in accordance with NFPA 25, "Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems."

6) An apprentice sprinkler systems installer may complete all of the work a journeyperson sprinkler systems installer is able to, provided

- a)** the apprentice is competent to complete the work, and
- b)** the apprentice is under the direct supervision of a journeyperson sprinkler systems installer in accordance with the Designated Trades and Restricted Activities Regulation.

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

The NFC(AE) requires reports for all inspections, tests, and maintenance performed per NFPA 25-2017, including but not limited to: backflow preventers, fire pumps, fire sprinkler systems, standpipe, and hose systems, and private fire hydrants. It is the expectation of the Fire Prevention Bureau that NFPA 25-2017 or newer shall be used.

The Fire Prevention Bureau will not evaluate qualifications and will not accept qualifications that are not **approved**. The Fire Prevention Bureau 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 Bureau will issue a certificate to perform work on water-based fire protection systems to those companies with individuals qualified as per the NFC(AE). The process for certificate issuance allows for sharing industry information, verifying qualifications, reviewing report language, and establishing communication between services in the field.

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 and has not made the repair arrangements within 10 business days of receiving their deficient report, the service provider shall notify, in writing with the report, the Fire Prevention Bureau at deficientreports@lethbridge.ca, and the owner or their authorized agent of that notification. In addition, please forward **all** reports that do not have any noted deficiencies within 30 days to the Fire Prevention Bureau.

A person involved in the alteration, repair, shutdown or impairment that affect the operation of a hydrant shall ensure that the fire department is notified, that the fire department approves the alterations, repairs shutdown or impairment, and that the affected hydrant is properly identified as being out of service.

Should you have further questions, please contact the Fire Prevention Bureau.

Sincerely,



Troy Hicks

Chief Fire Marshal

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403-320-3135

Fire Prevention Bureau