



FACILITY ALTERATION PERMIT (FAP) SOP

FACILITY ALTERATION PERMIT (FAP) SUBMISSION REQUIREMENTS

OVERVIEW:

Nieuport Aviation Infrastructure Partners (NAIP) owns and operates the Billy Bishop Toronto City Airport Terminal. The Facilities Alteration Permit (FAP) process is used to inform NAIP of any proposed construction or alterations to existing facilities, systems or infrastructure within Billy Bishop Toronto City Airport Terminal and/or upon NAIP lands. NAIP will utilize the FAP submission to evaluate the proposed activity and to provide feedback / notification to Proponents and affected stakeholders.

The following outlines the steps to be taken for a successful submission of a Facilities Alteration Permit.

APPLICABILITY:

Any proposed construction or alteration to existing facilities, systems or infrastructure requires a FAP.

Types of work that require a FAP include:

Any activity which includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant which support airport business & operations, IT and any work or undertaking in connection with a pre-discussed project.

NOTE: If the proposed construction or alteration is contracted out to a third party / resource external to NAIP, a FAP will be required regardless of whether the work is project or maintenance initiated.

Most maintenance and repair work conducted in-house by NAIP or their Delegate does not require a FAP as the company's safe work policies and procedures would be in effect.

SUBMISSION:

In general, FAP applications will require drawings completed by a professional (engineer, architect or both) and the continued involvement of the professional in the inspection of construction as mandated by local Building Code, and/or Architects Act and/or the Engineering and Geosciences Professions Act. Both permit submissions and project record drawings are required to be authenticated. More detail is provided below.

The FAP application form must be fully completed, including all contact information for professional involvement where applicable, and signed. Incomplete applications cannot be processed and will be returned to the applicant.

NOTE: Other Information may be requested by the Safety Codes Office, Development Review Officer or Facility Alteration Permit Administrator or NAIP Delegate.

Email Format:

Email header / subject line for the submission of FAP request must be formatted in the following manner:

FAP – XXX - #2019-YYY - Brief description of the Work Scope

- XXX – denoting Proponent’s name
- YYY- denoting Proponent’s FAP number (starting at 001)

Example:

FAP – PCL - #2019-001 – Installation of Light Fixtures

Please submit your FAP request to: sukhvir.mavi@nieuport.com

APPLICATION REQUIREMENTS:

NAIP requires specific documents to be included with your FAP application. The following list provides direction / guidance for the Proponent. **NOTE:** NAIP reserves the right to amend the documentation requirements.

1. Detailed project schedule with demolition, delivery, construction and inspection dates, etc.
2. WSIB & copy of NOC Form1000
3. Proof of current GL / PL insurance
4. Major Systems / critical systems shut down request
5. Non-Disclosure Agreement (NDA)
6. License of Copyright
7. Site Plan
8. Site Specific Safety Management & Risk-Assessment Plan
9. Fire Safety Plan (during & post construction)
10. Site Specific Security Management Plan
11. Logistics plan
12. Environmental Plan
13. Waste Management plan
14. Communications Plan (including Organisational/Escalation Chart)
15. Contingencies
16. Utilities Locates
17. Power usage
18. Electrical Infrastructure Change Request (Demand / Load requirements)
19. Hot work requirements
20. Regulatory requirements & Code Compliance Review
21. Security Guard Requirements
22. Business Continuity Plan
23. Construction drawings including:
 - Architectural
 - Structural
 - Electrical
 - Mechanical
 - Civil

- Plumbing
- Fire Suppression
- Cabling
- Lease-Lines/Lease-Boundaries
- Hoarding/Fencing
- IT / PLC tie-ins

Please see **Appendix A** for additional guidance.

REVIEW:

NAIP will endeavour to complete the FAP review within ten (10) business days of receipt. Incomplete or unclear FAP submissions will cause delay with respect to the review process.

NAIP will review the Proponent's submission. The submission will then be:

- a. "Approved As-Is" and the Proponent notified regarding status and next steps
- b. "Approved with Conditions" and the Proponent notified regarding status, additional requirements and next steps
- c. "Declined" and the Proponent notified regarding status and next steps

NOTE: Based on the proposed construction or alterations to existing facilities, systems or infrastructure, NAIP reserves the right to extend the review timeframe and subsequently, the timing of the proposed activity. NAIP will inform the Proponent of changes to timeframes.

FEES:

All fees will be required to be paid to NAIP prior to FAP applications being processed.

Fee schedule is as follows:

Construction Value (all inclusive)

\$1,000,000 or greater: \$3500.00 plus any fees incurred (marked up 15%)

\$500,000 to \$1,000,000: \$2500.00 plus any fees incurred (marked up 15%)

\$0 to \$500,000: \$1500.00 plus any fees incurred (marked up 15%)

OCCUPANCY:

Occupancy shall **NOT** take place until permission is granted by NAIP and the Authority Having Jurisdiction (AHJ).

If you have any questions or concerns, please contact Sukhvir S. Mavi at 647-535-7535 or Sukhvir.mavi@nieuport.com

APPENDIX A

(Application Requirements Continued)	
S. No	Document Type
1.	Equipment Lists with demand/load requirements (must include a kitchen equipment plan for all food/beverage installations with the terminal)
2.	Routing of mechanical/electrical/civil both within the tenant space and outside of the tenant space if new services are being brought to the location of work.
3.	Distance from the nearest water lines
4.	Existing and finished ground levels to an established datum or adjacent to the site
5.	Locations of any cores to be drilled through floor slab
6.	Equipment plan including heating/cooling and electrical loads.
7.	Electrical Single lines (construction permits)
8.	Existing building gridlines and lease boundaries as per tenant lease agreement. If a lease has not been signed, the proposed lease plan may be used
9.	Architectural rendering of the proposed facility and sample board of finishes
10.	Seals of architects, engineers or other professionals where required
11.	Elevation drawings showing grade level, window, door sizes & Signage
12.	Cross sections showing construction details of footing, foundation, walls, floors and roofs, including insulation
13.	Roof height and slope
14.	Maximum height of any proposed or existing building or structure on site
15.	Location plan showing height above sea level and geographic coordinates of any crane being used on site. Must include dimensions showing proximity to runways and taxiways.
16.	Obstruction Limitation Surfaces assessment (Site-Specific Max. Crane height)
17.	Landscape plan (current and proposed landscaping). a schedule of planting materials including size and common, as well as botanical, names (note plant materials may be restricted – see current airport design guidelines for more information)

(Application Requirements Continued)	
S. No	Document Type
18.	Lot Drainage Plan (during & post construction)
19.	Storm water management plan
20.	Hazardous Material(HAZMAT) management plan
21.	Hoarding plan
22.	Foundation plans
23.	Floor plans for each floor showing the use of each room, locations and sizes of windows, doors and door swing direction
24.	<p>Site Plans, drawn to scale by architect, surveyor, or surveyor and in CAD & pdf. format containing the following information:</p> <ul style="list-style-type: none"> • North arrow • All property lines • Legal land description and municipal address • Lot dimensions including bearing to a minimum of two Survey Control Monuments • Labeled adjacent streets/avenues • Including dimensions from property lines, show the location of the proposed building/addition and all existing buildings on the site • Location of any water body, creek, dugout, wetlands, etc. • Proposed drainage and grading of lot and building site (include flow direction) • Location of approach/access to the site • Locations of rights-of-way and easements • Designated principal entrance of proposed building/addition • Location of the fire department connection • Location of all existing and proposed fire hydrants with distances (via roadway) to principal entrance of building • Access routes for firefighting • Location and dimensions of parking areas, include number of parking stalls, barrier-free stalls etc.