



Facilities Alterations Permit (FAP) Process Guide

This guide summarizes the required submission for each phase of the FAP Process including: the FAP application documentation required for the reviews to issue the **Facility Alteration Permit (FAP)**; and the final inspections & documentation required to issue an **Occupancy/Use Permit** which also closes the FAP.

Requirements Before the FAP Process Can Begin

A stakeholders' review must be completed before the FAP review process can begin, which ensures that any changes required by stakeholders' comments have been incorporated in the documentation submitted to the Construction Compliance & Permits Office (CCPO). In situations where the design has in general been established, CCPO can elect to proceed with the FAP process reviews (building code & contractor's safety compliance) while the stakeholders' review process is being completed.

For GTAA Projects – Confirmation is required from the **GTAA Project Manager (PM)** indicating that the project has completed the stakeholders review process and that all issues have been addressed and included in the final design documentation submitted to CCPO.

For Tenant Projects – Confirmation is required from the applicable **Business Group Representative (BGR)** indicating that the project has completed the stakeholders review process and that all issues have been addressed. In situation where the scope of work warrants, the BGR can confirm to CCPO that a stakeholders' review is not required.

Requirements for a Complete FAP Application Submission Package

Note: all FAP application forms are available on-line on CCPO's web page, look under the "Approvals" tab.

<https://www.torontopearson.com/en/operators-at-pearson/construction>

Submissions must include:

1. The completed "**Application for Airport Construction**" form detailing the full scope of work & all the parties involved with the project.
2. The "**final**" Design Documents (PDF) - **Sealed & Signed** IFC Drawings, Specifications, Building Code Compliance Assessment Reports, etc. (as applicable). Architects & Engineers who seal and sign FAP submission required documentation must be licensed in the Province of Ontario. Where changes to the design are incorporated after the submission to CCPO is made, a subsequent **amendment** submission to CCPO of the "**Revised**" Design Documents will be required detailing all revisions incorporated.
3. The "**Letter of Undertaking**" (**for Tenant Projects only**) – Note that the form requires that it be signed by the **client/tenant employee** and not the project consultant or contractor.
4. The "**General Review Commitment Certificates**" (GRCC) - **Sealed & Signed** by each Professional Discipline involved with the project.
5. For each FAP application, **FAP Fees** will be assessed by CCPO and **sent to the contractor**. Payment of the FAP fees will be required upon receipt with the understanding that a FAP cannot be issued until CCPO receives confirmation that the fees have been paid.



FAP Application Assessment for Review

1. Upon receipt of a FAP application submission, the CCPO will review the application scope of work and the submitted documentation to establish the required reviewers for each FAP. An “**Invitation to Review**” (ITR) will be sent to one or all of the following independent consultants depending on the scope of work: Independent Code Compliance Consultant (ICCC); Independent Safety Compliance Consultant (ISCC); and/or Independent Utility Locates Contractor (IULC).
2. In addition, the CCPO will also acknowledge receipt of the FAP Application Submission by sending an “**Application Response Notice**” (ARN) email to the FAP Applicant and their representatives. This notice details the specific requirements or additional information that may still be required to complete the reviews for issuing the “**Facilities Alteration Permit (FAP) - Orange Placard**”.
3. Additional requirements may include (if not previously provided) submission of any missing documentation for the contractor safety compliance review which must include:
 - Contractor’s Site Specific Safety Plan (SSSP)
 - Ministry of Labour – Notice of Project (May be required by GTAA regardless of Value of Construction)
 - Ministry of Labour – Form 1000

Note: The Facility Alteration Permits will be issued with an **effective date** and an **expiry date**, which coincides, with the expiry date of the NOP submitted by the contractor.

Requirements for Issuing a Facility Alteration Permit (Orange Placard)

1. CCPO receives confirmation that the applicant has addressed all code issues by the submission of the ICC’s “**FAP Recommendation Letter**” (as applicable) to CCPO.
2. CCPO receives confirmation that the contractor has submitted their SSSP, NOP & Form 1000 and that this documentation has been reviewed by the ISCC.
3. CCPO receives the submission of all additional information that may have been requested in the **Application Response Notice (ARN)** sent to the applicant when the application was received.
4. CCPO receives confirmation that the applicable assessed FAP Fees have been paid.
5. Once all required reviews are completed and all confirmations required are received, the Orange FAP Placard will then be prepared by CCPO and a notification of the FAP approval will be sent to the applicant/contractor via email which will include the digital copy of the FAP placard which must be printed & posted on site. For mobile work, a digital copy of the FAP Placard should be made available to the site workers (via their cell phone or laptop) for presentation upon request by CCPO or our representatives.

Note: It is the **contractor’s responsibility** to ensure that their FAP & NOP **do not expire** prior to the completion of all their work, initiation of the final inspections and close-out of the FAP. If work is going to extend beyond the original FAP/NOP expiry date, a request to CCPO should be made with an updated NOP prior to the FAP expiry. CCPO will re-issue the FAP Placard at no cost however, if the request is made after the FAP has expired, a processing fee will be assessed to the contractor directly with the payment confirmation required before the FAP Placard will be re-issued.