

# *Airport FAP Application Guide* v18.0

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## Toronto Pearson International Airport



*For You. The World.*





# *Airport FAP Application Guide*

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Current Edition: February 2018

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The GTAA reserves the right to amend the content of this **FAP Process Guide** on a regular basis.

All correspondence concerning or requesting clarification of any information contained in this Guide can be directed to:

Construction Compliance & Permits Office  
Greater Toronto Airports Authority  
3111 Convair Drive,  
Toronto Pearson International Airport, P.O. Box 6031  
Toronto AMF, Ontario, Canada L5P 1B2  
Email: [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com)  
Phone: (416) 776-5400

**Digital copies of all the current FAP Process forms, checklists, guides and the Airport Construction Code are available on-line using the link below.**

**<https://torontopearson.com/en/businesspartners/construction/#>**



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## *Construction Compliance & Permits Office*

### **Introduction**

Toronto Pearson International Airport (Toronto Pearson) is a dynamic environment of daily activity, and viewed as a city within itself. There is a constant movement of aircraft, vehicles of every type, and thousands of people both passengers and business personnel alike, all with timely destinations. The Greater Toronto Airports Authority (GTAA) is committed to providing a secure environment wherein your business can prosper under our number one priority, to maintain a safe and efficient operation at all times. We appreciate your participation and investment in the future growth and development of Toronto Pearson.

The purpose of this Guide is to assist both GTAA lessees/licensees of airport land parcels and building spaces, referred to in this Guide as tenants, and GTAA employees in the planning and implementation of construction projects at Toronto Pearson. As such, the reference to the "applicant" and "permit holder" used in this Guide means either the GTAA employee, Tenant or their assigned representative who is initiating the proposed construction project.

### **R & R: Your Passport to Safety**

Rules and regulations are a collection of requirements which relate to a specific subject to control specific practices engaged repeatedly by many people. They all have the same purpose, to protect the health, safety, and welfare of people and property. For these reasons, the GTAA is committed to maintain a strictly regulated operating environment at Toronto Pearson. The Construction Compliance & Permits Process which follows contains such rules and regulations to uniformly control construction activities of all types at Toronto Pearson.

### **The Construction Compliance & Permits Office**

The Construction Compliance & Permits Office (CCPO) administers the review and approval process for all construction activities within the boundaries of Toronto Pearson. Written approval in the form of a Facility Alteration Permit (FAP) is required for all new construction and alterations to existing facilities before any construction can be started. The purpose of the Construction Compliance Process is to regulate any construction-related activities in accordance to established codes, statutes, rules and regulations to minimize disruptions to normal airport operations. Throughout this process CCPO's main goals include:

- Ensuring that all construction being proposed is designed in compliance with the requirements of the National Building and all applicable standards and guidelines.
- Ensuring that all construction activities being carried out on Airport Property has carefully assessed all potential risks and has developed appropriate measures to mitigate these risks to ensure the safety of the construction workers, building staff, and the general public and while minimizing damage to the Airport buildings and facilities.



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### **Who Requires a Facility Alteration Permit?**

Anyone contemplating any new construction or alterations to existing facilities, systems or infrastructure requires a FAP. With the multitude of requirements to be regulated at Toronto Pearson, it is critical to channel relevant information to the appropriate stakeholders to assess impact and to offer adequate response before such construction is engaged. Each project will be evaluated for marginal and unique circumstances to define the specific process requirements.

Due to the wide variation in construction because of type, size and requirements, this Guide serves to describe a comprehensive process for larger and more complex projects. As it is equally important for applicants to know all the steps involved that may or may not be encountered in their project, please take note that each project will be carefully assessed to provide the most expedient service to each applicant.

### **What Types of Work Require a Facility Alteration Permit?**

*The Occupational Health & Safety Act defines “construction” as 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, and any work or undertaking in connection with a project.*

In general, all new construction, alterations, and improvements must go through the FAP Review Process. Most maintenance and repair work conducted in-house by staff does not require a FAP as the company’s safe work policies and procedures would be in effect. However, if the “construction” work is contracted out to an outside contractor, a FAP will be required regardless of whether the work is project or maintenance initiated.

The following partial list includes typical projects that must go through the FAP Review Process. “**QuickFAP**” indicates work that may not require a code review and thus may qualify for the **QuickFAP** process which would only require the contractor’s safety review.

- New construction of any type, both buildings and civil structures;
- Additions and/or alterations to existing structures, both interior and exterior;
- **QuickFAP** - Any installation of equipment, furniture, etc., requiring on-site assembly, connection to base building systems; or having an operational impact to the building;
- Leasehold improvements for new and existing tenant premises;
- Demolition and removals of existing structures, utilities, and equipment;
- Construction trailers for projects and any other temporary or permanent trailers being located near existing airport facilities or buildings;
- **QuickFAP** - New or replacement of interior finish materials, fabrics, fixtures and furniture, including those approved under a previous Facility Alteration Permit;
- **QuickFAP** - Additions to or modifications of the following building systems: electrical, plumbing, HVAC, data and communications, electronic, security, fire detection/suppression, baggage handling, hydraulic, fueling; people moving devices i.e. walkways, escalators and elevators;
- **QuickFAP** - New, modified or relocated signs and graphics in any area;
- **QuickFAP** - All landside site work, roadways, excavation, fencing, fixtures, and landscaping;
- **QuickFAP** - Installation of underground and aboveground utilities, storage tanks and associated piping, and equipment of any kind and in any area;



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- All new construction and alterations to airfield and apron areas, including aircraft loading bridges, hydrant fueling system, grounding rods, permanent and temporary placements;
- **QuickFAP** - Changes to aircraft parking and vehicle corridor layouts;
- **QuickFAP** - Investigative work of any kind and in any area related to structures, systems, environment, and geotechnical issues.

For clarification about any work that may or may not require a FAP, please contact the Construction Compliance & Permits Office at [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com) or (416)-776-5400.

### **FAP PROCESS STEPS**

#### **Step 1 - Preparing Your Application**

The applicant should be prepared with proper documentation and sufficient information about what is being proposed and how it is to be constructed. This will greatly help us to streamline the process to your project requirements. Please note that no construction of any type should commence without first obtaining a Facility Alteration Permit from the Construction Compliance & Permits Office. As the project initiator/applicant, you are responsible for obtaining all the necessary approvals and permits, and to ensure that your proposed project conforms to the applicable codes and standards of Toronto Pearson. Contact our staff for any questions you may have concerning your application at:

Construction Compliance & Permits Office  
Greater Toronto Airports Authority  
3111 Convair Drive,  
Toronto Pearson International Airport, P.O. Box 6031  
Toronto AMF, Ontario, Canada L5P 1B2  
Email: [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com)  
Phone: (416) 776-5400

### **What Does the Construction Compliance & Permits Office Require from You?**

#### **1. Preparing Detailed Information**

100% "Issued for Construction" Drawings and Specifications form the "approval documents" for the proposed construction and are the essential part of your application. All **approval documents** submitted must be sealed and signed by an architect, and/or engineer registered in the Province of Ontario.

#### **2. Applicable Codes and Standards**

The Airport Construction Code lists the applicable codes and standards to be followed for construction at Toronto Pearson. The National Building Code of Canada (NBCC) and the National Fire Code of Canada (NFCC) are the recognized regulations for buildings at Toronto Pearson. Your approval documents will be reviewed by the Construction Compliance & Permits Office, designated as the Authority Having Jurisdiction (AHJ), for the compliance with the applicable codes and standards of the airport. It is the responsibility of the applicant to comply with these regulations within their construction documents and to exercise the acceptable measures if the documents conflict with such regulations.



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### **3. Project Orientation**

The FAP Applications documents should describe the construction overview (purpose and location), scope of the construction, required services and deliverables, construction schedule and cost estimate. Additionally, a key plan which clearly indicates the location of the proposed construction relative to airport structures is required for orientation.

### **4. External Agency Approvals**

The applicant and project consultants are responsible for knowing and obtaining any additional approvals that are mandatory for their project. Sufficient time should be allowed in the construction schedule for processing.

### **Step 2 - Submitting Your Application**

FAP application forms, guides & checklists are available:

1. On-line link - <https://torontopearson.com/en/businesspartners/construction/> or
2. Via email - contact us at [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com) and we will forward all required forms.

Your completed **FAP Application** form should be submitted to CCPO via email to [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com) accompanied by the following:

- For all projects - digital copy of all the “Issued for Construction” Design Documents - sealed & signed drawings, scope of work, specifications, etc.
- For all projects - completed “General Review Commitment Certificates” (GRCC) - sealed & signed for each professional discipline involved.
- For tenant projects - completed “Letter of Undertaking” form.
- For all projects - Contractor’s Project Specific Safety Plan, NOP & Form 1000.

### **Additional Authorizations**

Submissions for specific operational permits &/or notices may be required in addition to the FAP application. Details on how to obtain them will be provided when applying for the FAP.

### **Step 3 - Permit Application Acceptance**

Once your application has been received, the CCPO will acknowledge receipt of the FAP Application Package by sending an “**Application Review Notice**” (ARN) email to the FAP Applicant. This notice details the specific requirements and/or additional information required.

Sufficient & complete information must be submitted with each application to commence & complete the FAP review process before the “FAP - Orange Placard” can be issued. This must include a fully completed application with all applicable information requested in Sections A, B, C, D & E:

1. Project Title, Location & Scope.
2. Project Initiator, Applicant and Contractor contact information.



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3. Project Construction Cost & Designated Project Representative (DPR) - include the company's legal name, specific contact person & email for the individual responsible for the processing payment of the assessed FAP fees.
4. General Contractor's Name, Site Supervisor's Name, & 24/7 emergency cell number.
5. Safety Documentation: Contractor's Safety Policies & Procedures, Project Site Specific Safety Plan, Ministry of Labour – Notice of Project, and Ministry of Labour Form 1000. Note that applications may be delayed, if insufficient or incomplete information is received.

#### **Step 4 - Permit application review process**

The FAP Application review process consists of a detailed review for code and health & safety compliance. A FAP cannot be issued until all reviews have been completed and signed off as satisfactory to complying with the Airport Construction Code. The applicant and any party acting in his or her interests still remains responsible for fulfilling all code requirements and for confirming that the construction conforms to all relevant codes and standards. The FAP review process includes:

1. GTAA's Independent Code Compliance Consultant (ICCC) who will review the design submission for compliance with the applicable fire protection and life safety requirements of the National Building Code of Canada (NBCC) and the National Fire Code of Canada (NFCC). The Applicant will be contacted directly by the ICCC with review comments and observations. Note: That a FAP cannot be issued until all outstanding code comments are addressed satisfactorily with ICCC and CCPO receives their Letter of Recommendation to issue the FAP.
2. GTAA's Independent Construction Safety Consultant (ICSC) who will review the project in accordance with Part 7 of the Airport Construction Code. The contractor shall contact the ICSC to discuss project specific details and requirements related to workplace health and safety and submit the requisite documentation requested. Note: the FAP cannot be issued until the requirements to start construction are satisfactory to the ICSC and their confirmation of review is submitted to CCPO.

#### **Length of Application Review Period**

The duration for a FAP application review and approval is entirely dependent on the project scope, size, type, number of issues, operational impact on the airport and the completeness of the submitted documentation. Each project at the time of the application will be assessed for estimated review duration however; on average CCPO's commitment is to complete the reviews and issue the FAP within 5 to 10 business days.

Applicants are urged to allow sufficient time in their project schedule for the review and approval of the proposed construction.

#### **Step 5 - Facility Alteration Permit (FAP) Issuance**

Requirements for issuing a Facility Alteration Permit (Orange Placard) include:

1. Confirmation that all code issues have been addressed by the applicant and a letter has been issued by the ICCC recommending that the Facility Alteration Permit be issued (as applicable).



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2. Confirmation that the contractor has submitted his Project Specific Safety Plan, & all required safety documentation and that it has been reviewed and accepted by the ICSC.
3. Submission of any missing information requested in the Application Review Notice (ARN) that is required to complete the Orange Placard.

Once all the reviews are completed and the information requested is provided, the Orange Placard will be prepared and notification of the FAP Approval will be issued to the applicant/contractor via email. The applicant/contractor can then contact ICSC directly to make arrangements for pick-up of the Orange FAP Placard.

The permit expiry date is set to coincide with the expiry date of the NOP submitted with the application. Upon expiry, the holder of the FAP must submit to the CCPO an updated NOP indicating the extension period required before the FAP Placard can be reissued with the extended date.

All applicable documents are to be maintained in good order at the construction site at all times for periodic review by GTAA upon request. The FAP Placard **shall be posted** in a visible place on the periphery of the construction site for easy identification of the permit number. It is the responsibility of the contractor to obey these requirements and the assigned Project Manager to ensure that the contractor is in compliance with all GTAA requirements.

The issuance of the FAP Placard confirms that the code and contractor safety reviews have been successfully completed and allows the contractor to commence the work once the final approval(s) are obtained from the applicable Construction Coordinator(s) in the form of Activity Permit/Notice(s) which ensures that the work has been coordinated with the Terminal, Groundside or Airside operations prior to commencing any work.

### **Step 6 - Construction Compliance & Site Reviews**

The Construction Compliance & Permits Process includes follow up activities for the projects beyond the issuing of the Facility Alteration Permit. At CCPO's discretion, periodic or random site reviews of the construction may be carried out by GTAA staff and/or designated consultants or contractors whose roles are to ensure the work is being carried out in conformance to the FAP approved project scope and to general good engineering practices, and to avert unsafe construction conditions and practices.

The CCPO has the authority to reject any work, fixtures, systems, material, equipment, and furnishings which do not comply with the scope and content of the approved documents or the Airport Construction Code. Any rejected installations shall be communicated to the permit holder immediately by written notice from the CCPO. A "Notice to Comply" detailing the reason for rejection is used for this purpose and serves as a warning to correct the reported construction by a specified date. Failure by the permit holder and the contractor to obey the terms of the notice without reasonable cause could be subsequently issued a "Stop Work Order" which permits the CCPO to close the construction site and prevent continuance of the construction. Only after a mutual agreement is reached and a written commitment is received by the CCPO from the permit holder to perform the same will construction be allowed to recommence.

Where a professionally registered consultant is required by the GTAA to provide general review of the construction as part of fulfilling the requirements of the project, mandatory monthly field review reports





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shall be submitted to the CCPO. The GTAA may at its option, in cases where specific construction is of a complex nature, require the permit holder to hire a consultant or inspector to review at any time before, during and/or after the installation of the construction. Notification of this requirement will usually be given to the permit holder as part of the Facility Alteration Permit conditions.

#### **Changes to the Work**

Once approved by the CCPO, no changes to the proposed construction shall be made by the permit holder or the contractor, including but not limited to changes to layout, modifications to systems, assemblies and methods, or substitutions of material and equipment. Proposed changes shall be submitted to the CCPO using similar procedures for submitting the original application. Contact the CCPO for requirements specific to the proposed changes before proceeding. Approval in writing from the CCPO sent to the permit holder shall follow the necessary review. Each approved change will be given a sequential amendment number to update the Facility Alteration Permit.

#### **External Inspection Agencies**

It is the responsibility of the permit holder and the contractor to contact and coordinate the required inspectors of all other authorities having jurisdiction over their project. Failure to obtain the necessary Certificates, Permits and/or Licenses to use or operate your construction may cause certain delays for which the CCPO or the GTAA shall not be held liable.

### **Step 7 - Project Closeout Process**

#### **1. Nearing Completion**

When the contractor has assessed that the completed construction to date has reached approximately 97% of the total scope, an inspection of the substantial completion stage of the work shall be carried out which should include representatives of the project consultants and/or any GTAA stakeholders as applicable. On the day of the inspection, notified parties will meet at the construction site to commence the inspection of the construction, coordinated by the FAP Permit Holder or his representative.

The FAP Permit Holder or his representative shall coordinate the noting of any visual defects and deficiencies in the work and compile them in a Substantial Completion Inspection Report and submit it to the CCPO within 10 days from the inspection. Any Notice to Comply still outstanding shall be completed by the contractor during the finishing stage of construction.

#### **2. Final Completion**

The contractor shall confirm in writing that the construction has reached final completion when requesting a final inspection from the CCPO. **Five (5) business days' notice** is required prior to the inspection date. In preparation for the final inspection, the permit holder and the contractor are to obtain copies of the required final documentation for hand over to the Independent Code Consultant, Fire Prevention & CCPO.

On the day of the final inspection, the notified parties will meet at the construction site to commence their reviews. The permit holder is to provide to the Independent Code Consultant & Fire Prevention any



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documentation previously requested. All final documentation is to also be sent via email to the CCPO [constructioncompliance@gtaa.com](mailto:constructioncompliance@gtaa.com) as soon as it is available.

The project team should allow adequate time between the final review(s) and the issuance of the occupancy/use approval to allow for: the review and acceptance of the final documentation by CCPO and our consultants; and/or the resolution of any outstanding issues by the project contractor/consultants.

During the inspection the FAP Permit Holder shall coordinate the documentation of any outstanding defects and deficiencies found for follow-up and resolution to the CCPO's satisfaction. The contractor must address all noted outstanding issues before a final Occupancy/Use Permit can be issued by CCPO.

### **3. Taking Occupancy**

To the complete satisfaction of the Independent Code Consultant, Fire Prevention & the CCPO that all the project requirements have been fulfilled by the permit holder and contractor, the **Occupancy/Use Permit** will be prepared and issued by the CCPO.

The CCPO may issue a Partial or Conditional Occupancy/Use Permit which allows a portion of the project already completed to the satisfaction of the CCPO to be used or occupied for specific purposes only pending the completion of the requirements for obtaining a full Occupancy/Use Permit.

### **4. As-built Record Drawings**

The project as-built record drawings shall be submitted to the Construction Compliance & Permits Office in the format as stipulated by the Airport Construction Code. The final Occupancy/Use Permit will be issued once the final as-built record drawings are reviewed and accepted by GTAA Engineering Data.

### **5. GTAA Engineering Data**

CCPO will forward the as-built record drawings to GTAA Engineering Data for the inclusion of the new and/or revised information into the standing airport digital file records. As part of the GTAA's commitment to improve its facility management tools, GTAA Engineering Data is working towards providing current and accurate drawing records. However, maintaining the usefulness of these records is a team effort. We are committed to providing our permit applicants with quality information and service.

**It is the project team's responsibility to provide accurate as-built record drawings at the end of each project. Remember, the information we make available to you on your next project is only as good as the information we receive back from you on your current project.**