



## Facilities Alterations Permit (FAP) Process Guide

This guide summarizes the submission documentation required for each phase of the FAP Process including: the application submission & reviews for issuing a FAP Placard; final inspections & documentation for issuing an Occupancy/Use Permit required before a FAP can be closed.

### 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 **Tenant Coordinators (TC)** or 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 TC &/or 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>

1. Submission of a completed "**Application for Airport Construction**" form.
2. Submission of the "**final**" Design Documents - **Sealed & Signed** Drawings, Scope of Work, 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 submission to CCPO of the "**Revised**" Design Documents will be required detailing all revisions incorporated.
3. Submission of the "**Letter of Undertaking**" ([for Tenant Projects only](#)) – Note that the form requires that it be signed by the client/tenant representative and not the consultant or contractor.
4. Submission of the "**General Review Commitment Certificates**" (GRCC) - Sealed & Signed by each Professional Discipline involved with the project (as applicable).
5. For tenant projects, **FAP Fees** will be assessed by CCPO and issued to the applicable party noted on the application. Payment of the fees will be required upon receipt of the fees assessment with the understanding that a FAP cannot be issued until CCPO receives confirmation that the fees have been paid as per the on-line payment process included with each assessment.



### 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 determine which independent consultants need to be involved in the FAP Review Process for the project. 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 Contractor Safety Consultant (ICSC)**; and/or **Independent Utility Locates Contractor (IULC)**.
2. In addition, the CCPO will acknowledge receipt of the FAP Application Submission by sending an “**Application Review Notice**” (ARN) email to the FAP Applicant. This notice details the specific requirements or additional information that may still be required before the “**Facilities Alteration Permit (FAP) - Orange Placard**” can be issued.
3. Additional requirements may include (if not previously provided) submission of any missing documentation for the contractor safety compliance review which would include:
  - Contractor’s Safety Policies & Procedures and their Project Specific Safety Plan
  - Ministry of Labour – Notice of Project (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 GTAA’s **ICCC’s “FAP Recommendation Letter”** (as applicable).
2. CCPO receives confirmation that the contractor has submitted their Project/Work Specific Safety Plan, NOP & Form 1000 and that this documentation has been reviewed by GTAA’s **ICSC** via email.
3. CCPO receives the submission of all additional information that may have been requested in the **Application Review Notice (ARN)** sent to the applicant when the application was received.
4. For tenant projects - 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 and notification of the FAP approval will be issued to the applicant/contractor via email. The applicant/contractor can then contact GTAA’s **ICSC** directly to arrange for the pick-up of the Orange FAP Placard, which must be posted on the work site prior to the commencement of any contractor activities. 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 delegates.

Note: It is the **contractor’s responsibility** to ensure that their FAP & NOP **do not expire** prior to the completion of all 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.