FACILITY ALTERATION PERMIT GUIDELINES

1. INTRODUCTION:

Construction or installation of all equipment, facilities, devices or alterations made to any Grande Prairie Airport (GPA) controlled and/or leased property must receive GPA approval.

Review of all proposed work will require submission of a Facility Alteration Permit (FAP) Application Form to GPA, which sufficiently describes the proposed work. Following a satisfactory FAP Application review, GPA may grant approval for the proposed work and advise the applicant.

Proposed work that has impacts to airport operations may additionally require a Plan of Construction Operations, to communicate the project proponent's plan to accommodate for construction impacts.

When deemed necessary by the CEO or designate, a ***Plan of Construction Operations SHALL*** be submitted for approval along with the FAP Application Form. GPA directors and managers affected by a proposed project will review the Plan of Construction Operations to ensure compliance with operational standards and effects on airport operations.

2. FACILITY ALTERATION PERMIT – CONDITIONS

2.1. All applications will be given prompt consideration and are subject to the following conditions:

2.1.1. All terms and conditions as outlined on the FAP and any attachments must be followed.

2.1.2. As a condition of issuance, all work authorized by this FAP is done at the risk of the applicant and must comply with all relevant building and utility codes, and all interruption of, or connection to GPA utilities must be coordinated with the CEO or designate.

2.1.3. The applicant, to whom this FAP is issued, is required to ensure that all personnel employed on the work described in the FAP are cleared through the GPA for security purposes, when required. When work is to be done in a security area requiring an escort, the lessee is responsible for making appropriate arrangements, and for all costs. Work in secure areas of the airport shall be coordinated with the GPA.

2.1.4. GPA reserves the right to order an immediate halt to any work being carried out under a FAP should any deviation from approved plans, or unsafe practices, be observed, or should unforeseen exceptional circumstances dictate that it would not be in the best interests of GPA to allow the project to proceed to completion.

2.1.5. The applicant will indemnify the, GPA in all matters relating to the project, including all costs regardless of its origin.

3. FACILITY ALTERATION PERMIT – PROCEDURES

3.1. Application

All FAP submissions must have a complete FAP Application Form, including information and/or drawings necessary to adequately describe the work being proposed. The FAP application form can be completed manually or electronically and signed by the applicant. The FAP application shall include the application form, a list of supporting documents, and the sufficient copies of the required supporting documents.
(See details on application form below).

Applicants must submit final plans and specifications for review and approval by GPA. Facility alterations include any facility modification, reconstruction works, rehabilitation or renovation. For work proposed on GPA property, FAP's are required for any work that is not maintenance in nature.

Applicants must include a current drawing of the existing area of the proposed work (i.e. floor plan, site plan or elevation plan) clearly showing the proposed construction area.

The CEO or designate may add special conditions to the Facility Alteration Permit (FAP), based on the specific project (i.e.: requirement for a building permit, asbestos abatement, utilities locating, applicability of professional's signature for certification, permit validity term, etc.) and attach these special conditions to the permit as condition of approval.

3.2. Environmental Consideration

Each proposed facility alterations "shall be subject to environmental screening and initial assessment to determine whether, and to the extent to which, there may be potentially adverse environmental effect from the proposal". The above requirement shall meet all requirements of the Canadian Environment Assessment Act and Regulations and any and all municipal and provincial environmental legislation.

3.3. Grande Prairie Airport, Review and Approval

Upon receipt of the application from the Tenant, the GPA will review the proposal and provide comments based on criteria including but not limited to the following:

Compatibility with Air Terminal Building (ATB) operations (i.e. electrical, mechanical and structural systems);

NAVCANADA line of site criteria contained in the Aerodrome Standards Physical Characteristics and Obstacle Limitation Surfaces manual (TP312E);

Navigational aid restrictions, communication and radar facilities;

Obstacle limitation requirements;

Security requirements;

Noise and other environmental criteria;

Barrier Free Access;

Land Use Plan;

Applicable building codes;

Other requirements as applicable.

3.4. Approval

Upon final approval by the CEO or designate, a FAP will be issued. Receipt of the signed permit constitutes permission for the applicant to proceed with proposed work.

Construction must commence within three months from the date that the permit was signed. If the applicant fails to commence within the specific time period, a resubmission of the proposal may be required.

Final approval of the applicant's proposal by GPA is indicative of the following:

3.4.1. The drawings as submitted, meet requirements of the National Building Code, should the project require a building permit application;

3.4.2. GPA assumes no responsibility concerning the tenant's ability to complete construction or otherwise meet the terms and conditions of the lease;

3.4.3. GPA does not assume responsibility concerning other regulatory bodies (provincial, municipal, etc.).

3.5. Changes

Any changes to the work approved by the original permit shall require submission of proposed revisions, for the written approval of the CEO or designate.

3.6. Adherence to Codes and Laws

The CEO or designate may require applicants to provide documentary proof that all Municipal, Provincial and Federal laws and directives related to their construction have been observed.

3.7. Security

It is the responsibility of the FAP applicant to ensure that all personnel employed in the project are cleared through the Grande Prairie Airport where required and that all security regulations are adhered to.

3.8. Inspections

During construction, the applicant's work shall be subject to visual inspection by the GPA's designate to ensure salient aspects of the proposal, as approved, are not violated (i.e. height, locations, cladding, orientation, etc.)

Should there be a conflict, the CEO or designate has the authority to immediately halt construction.

When a Building Permit is required for construction, such construction shall be subject to inspection. If a building permit is required, the applicant shall complete the building permit application and pay the corresponding building permit fee.

FACILITY ALTERATION PERMIT APPLICATION

Complete all relevant sections and submit along with any supporting construction documentation to the Grande Prairie Airport. Attn: Director, Operations by email to developments@gpairport.ca or via fax to 780-532-1520. Please note that incomplete applications or lack of supporting documentation may delay permit review and approval.

Part 1: General Information *(To be completed by Applicant)*

Applicant Company: _____ **Contact Name:** _____

Address: _____ **Postal Code:** _____

Phone #: _____ **Cell #:** _____

Fax #: _____ **Email:** _____

Building/Airfield Location: _____ **Room #:** _____

Street Address or Location Description: _____

Part 2: Details of Work *(To be completed by Applicant)*

Describe the project in as much detail as possible. Include additional pages if required. Attach any additional supporting materials such as design drawings, construction plans, sketches, reports photographs and/or reports (as appropriate).

1. Is the proposed work a new construction? ☐ Y ☐ N

2. Is the proposed work a renovation/modification to an existing structure? ☐ Y ☐ N

Description of Work:

Estimated Value of Work: _____

Proposed Start Dave: _____ **Proposed Finish Date:** _____

3. Have your design drawings been stamped/certified by (indicate all that apply):

Architect	☐	Structural Engineer	☐
Mechanical Engineer	☐	Electrical Engineer	☐
Civil Engineer	☐	Other	☐

4. Will there be grading, stripping, or stockpiling of topsoil? Y ☐ N ☐

5. Have you received, or are you planning to receive, underground utility locates? Y ☐ N ☐

6. Will there be installation of signage during your construction period? Y ☐ N ☐
If "Yes" then explain:

_____

_____

7. Is your work being conducted in the Airport Terminal Building? Y ☐ N ☐

8. Is your work being conducted in or adjacent to a Restricted Area? Y ☐ N ☐
If "Yes" what special security procedures are in place:

_____

_____

_____

9. Will any of your work involve the handling of storage of hazardous materials or products? Y ☐ N ☐

10. Will any of your work include disposal of hazardous materials? Y ☐ N ☐

11. Will any of your work include paving or concrete activities? Y ☐ N ☐

12. Will any of your work include the installation of:
- ☐ Air Conditioning
- ☐ Fuel Dispensing Systems
- ☐ Fire Extinguishing Systems

13. During the project, could the work space or surrounding areas be affected by dust, noxious/toxic fumes, odors, flammable gases, noise, etc.? Y ☐ N ☐

14. Will you be connecting to any utilities or Services (i.e. hydro, gas, water, sewer)? Y ☐ N ☐

15. Will you be installing an antenna or dish that is capable of:
- ☐ Transmitting
- ☐ Receiving
- ☐ Both

Part 3: Applicant Contact Information and Attestation (To be completed by Applicant)

1. Have you applied for or received a City of Grande Prairie building permit for this project? Permit Number: _____ Y ☐ N ☐
2. A Transport Canada Aeronautical Assessment Form will be/has been completed and sent to Transport Canada for review? Y ☐ N ☐
3. A NAV Canada Land Use Submission Form will be/has been completed and sent to NAV Canada for review? Y ☐ N ☐
4. This project does not contravene any stipulations held within the current lease between the owner of the building being constructed or modified and the Grande Prairie Airport Commission. Y ☐ N ☐
5. All contractors working on the premises hold a minimum of $5,000,000 liability insurance. Y ☐ N ☐
6. All contractors working on the premises hold a current and valid Alberta Workers Compensation board certificate. Y ☐ N ☐

Applicant Name (Print): _____

Position Title: _____

Sign here certify that the information contains in this application is true and correct:

Signature: _____ **Date:** _____