

FACILITY ALTERATION PERMIT

Date:

FAP Number:



Applicant

Contractor

☐ Contractor Unknown

Company:

Company:

Address:

Address:

Phone:

Phone:

Email:

Email:

Contact:

Contact:

Position:

I have applied for a Facility Alteration Permit to work at
Edmonton International Airport before: ☐ Yes

☐ No

I am the:

☐ Owner/Lessee

☐ Contractor

☐ Other (Explain):

Has this contractor worked at Edmonton International Airport
before? ☐ Yes ☐ No

☐ Yes ☐ No

In the Terminal building? ☐

On the surrounding lands owned by Edmonton Airports? ☐

I have been given the authority by the Owner to make this
application ☐

Name:

Owner:

Address:

Address:

Phone:

Postal Code:

Email:

Phone:

Email:

Fax:

Contact:

Contact:

Location

Civic Address (include room number if applicable):

Legal Description:

1/4 Section	Section	Township	Range	Meridian
				4
Lot	Block	Plan	Area (Ac/Ha)	Roll No.

Land Use Area (for EIA Application only):

Is this work for/on infrastructure:

- ☐ Owned and operated by Edmonton Airports
☐ Leased From EA
☐ Owned by the party identified as "Owner" on this application

Project Number:

Project Name:

Project Manager (or EA contact if not a project):

Project Manager/Contact Email:

Is there an approved scoping document? ☐ Yes ☐ No

Has your Edmonton Airports' Leasing representative been notified of this project? ☐ Yes ☐ No

Leasing representative's name

I am aware that Leduc County is the primary **Authority Having Jurisdiction** for Edmonton International Airport for items related to the Alberta Safety Code. ☐

Have the design documents provided with this application been created by a design professional registered and licensed to practice in the Province of Alberta?

☐ Yes ☐ No

Name:

Address:

Postal:

Phone 1:

Phone 2:

Email:

Fax:

☐ Architect

Name:

Address:

Postal:

Phone 1:

Phone 2:

Email:

Fax:

☐ Electrical Engineer

Name:

Address:

Postal:

Phone 1:

Phone 2:

Email:

Fax:

☐ Civil Engineer

Name:

Address:

Postal:

Phone 1:

Phone 2:

Email:

Fax:

☐ Structural Engineer

Name:

Address:

Postal:

Phone 1:

Phone 2:

Email:

Fax:

☐ Mechanical Engineer

Name:

Address:

Postal:

Phone 1:

Phone 2:

Email:

Fax:

☐ Fire Suppression Engineer

Name:

Address:

Postal:

Phone:

Phone 2:

Email:

Fax:

☐ Geotechnical Engineer

☐ Other Engineer(s)

Name:

Address:

Postal Code:

Phone:

Phone 2:

Email:

Fax:

Have you included the Assignment of Copyright* form with this application?

☐ Yes ☐ No

* For the purpose of making copies only as required by the Crown; only for drawings which may have a copyright attached e.g. stamped by a design professional.

Details of Work

Description of Work:

Value of Work: Value in \$CDN

Project/Work Value	FAP Fee
< or equal to \$5000	\$75
\$5000< or equal to \$10, 000	\$100
\$10k < or equal to \$50, 000	\$500
\$50k < or equal to \$100, 000	\$650
\$100K < or equal to \$250, 000	\$1200
\$250k < or equal to \$500, 000	\$2400
\$500k < or equal to \$750, 000	\$3600
\$750k < or equal to \$1, 000, 000	\$4500
\$1M < or equal to \$5, 000, 000	\$5000
\$5M < Greater	\$5200

Fees are only for non-Edmonton Airports' projects

All **Facility Alteration Permit** fees are to be made using PayPal. It is not necessary to have a PayPal account to use the

All other fees for Alberta Safety Code permits will be paid directly to Leduc County as the Authority Having Jurisdiction

Construction Start Date:

Construction End Date:

Impact Assessment Act:

Has Edmonton Airports assessed this project under the Federal Impact Assessment Act?

YES ☐ NO ☐

Enter 10-digit Edmonton Airports provided Assessment Completion Number:

Required by the Federal Impact Assessment Act, all projects at EIA must be assessed prior to proceeding with permitting. Please contact yegimpactassessments@flyeia.com to assess your project. Edmonton Airports will provide results within 5 business days.

Is any of the work for the following:

To construct a new building? ☐

The nature of your work requires that you apply for a FAP Development permit before construction permits can be applied for and approved.

Have you previously applied for and received FAP Development approval for the project? ☐ Yes ☐ No

Previous FAP Number:

Maximum height of proposed building:

Building type and area (m2)	Building Type and area (m2)
Office ☐	Shop/Hangar ☐
Frame and Fabric ☐	Addition ☐
Warehouse ☐	Hotel ☐
Shopping ☐	Outdoor Storage ☐
Other ☐ Specify:	Other: ☐ Specify:

Building Class:
Storeys:
Streets Facing:
Fire Protection:

Addition to a building? ☐
Renovation to a building? ☐
Other? ☐
Specify:

A change of use of land or building? ☐

The nature of your work requires that you apply for a FAP Development permit before construction permits can be applied for and approved.

Have you previously applied for and received FAP Development approval for the project? ☐ Yes ☐ No

Previous FAP Number:

What is the existing building and usage?

Installation of Signage ☐

Grading, stripping or stockpiling? ☐

The nature of your work MAY require a FAP Development permit before construction permits can be applied for and approved. Contact Technical services at 780-890-6763 for details

The nature of your work MAY require a FAP Development permit before construction permits can be applied for and approved. Contact Technical Services at 7807-890-6763 for details.

Type of Sign		Area (m2)
Freestanding	☐	
Fascia	☐	
Illuminated	Non Illuminated	
☐	☐	
Digital	Non Digital	
☐	☐	

Lot grading/infill ☐
Excavation ☐
Stock piling ☐
Landscaping (topsoil import exceeding 10m3) ☐

Is the work in the main terminal or in an Edmonton Airports' owned building? ☐

	Link to Information	I have read and understand the requirements places on me and the project
--	---------------------	--

Check if the answer is "Yes"

Check if the answer is "Yes"

Will any of the work be in a public space? ☐
Will any of the work be in an airside or restricted space? ☐
Will any of the work require moving or altering the primary security line? ☐
I understand security requirements may be placed on my project ☐
Will the work require penetrations through the building envelope (exterior walls, roof, etc.) ☐
Will you be coring or drilling through the floor slab? ☐

The nature of your work may

Scanning/Coring Company Information:

Name:

Email:

Phone Number:

Structural Engineering Consultant Information:

Structural Consultant:

Contact Name:

Email:

Phone Number:

require additional processes
and/or procedures in place.
For more information please
contact Technical Services @

techserv@flyeia.com

I have checked to see what additional work permits
may be required in order to proceed with work.

☐

[Maintenance Advisory Form](#)

☐

***many are required to be initiated prior to FAP
submission in order to prevent delays during the
review period**

5. Airport Permitting Systems

[Edmonton Airports' Contractor
Safety Manual](#)

Many portions of the original terminal building may
contain asbestos or mineral wool fiber. Do you
anticipate the area you are working in contains
these elements?

☐

To request information, please
submit a Request for
Information (RFI) to Technical
Services through the online
form submission

[Infrastructure Forms](#)

The Central Office Tower and terminal building
south of gridlines S25 were built to LEED standards.
Are you aware your construction may be required
to follow LEED programming?

☐

[LEED Guidelines](#)

☐

Is any or all of your work outside of the main terminal building?

☐

	Link to Information	I have read and understand the requirements places on me and the project
--	---------------------	--

Check if the answer is "Yes"

Check if the answer is "Yes"

Will any of your work be airside?

☐
☐

Will any of your work be on an
aircraft operating surface?

☐

Will any of the groundside work
be within 3.0m of the primary
security line?

☐

Generate significant smoke?

☐

Generate significant dust?

☐

7.10 Environmental
Guidelines - Dust
Control

☐

Require the use of a drilling rig or crane? ☐

Height of crane/rig (in meters)

Duration of use (days)

Require you to drill or dig deeper than 30cm (12")? ☐

What is the maximum depth of excavation (in meters)?

Will you be directional drilling?

☐ Yes

[Obstacle Assessment Form](#)

You are required to provide additional details due to height restrictions and aeronautical safety requirements. Please see submission requirements for more information.

[Ground Disturbance Standards](#)

The contractor is responsible for ensuring marking on completed locate tickets match what is on the ground. Any discrepancies between the two require the contractor to request a new locate from UTILITY SAFETY PARTNERS

Require moving or altering the primary security line (either Edmonton Airports' or the tenant's)? ☐

Is the move temporary? ☐

Permanent? ☐

Activities

	Link to Information	I have read and understand the requirements places on me and the project
--	---------------------	--

Check if the answer is "Yes"

Check if the answer is "Yes"

Due to the age of many of the buildings on site, hazardous building materials such as asbestos and mineral wool fiber may be present. Do you anticipate the area or work performed will have you coming into contact with these elements? ☐

Will any of your work involve the handling of hazardous material products? ☐

7.13 Environmental Guidelines - Hazardous Materials Storage ☐

[Edmonton Airports'](#)
[Contractor Safety](#)
[Manual](#)

Will any of your work involve the storage of hazardous material products? ☐

7.13 Environmental Guidelines - Hazardous Materials Storage ☐

[Edmonton Airports'
Contractor Safety
Manual](#)

Will any of your work involve concrete or pavement activities?

☐

7.11 Environmental Guidelines - Concrete and Pavement

☐

[Edmonton Airports'
Contractor Safety
Manual](#)

Will any of your work involve the storage of waste? this includes, but is not limited to both construction and organic materials (e.g. topsoil, clay, etc.)

☐

7.12 Environmental Guidelines - Waste

☐

[Edmonton Airports'
Contractor Safety
Manual](#)

List the waste materials here:

Please describe your plan for disposing of the materials here:

Will any of your work involve the installation of the following (check all that apply)?

- ☐ Air conditioning
☐ Solvent
☐ Fire Extinguisher Systems

Could the work space or surrounding areas be affected by activities or materials used during construction (specifically dust, noxious/toxic fumes or odors, flammable or noise)?

☐

Utilities

Edmonton Airports is the primary utility provider for most utilities at Edmonton International Airport.

Will you be connecting to any of the following Edmonton Airports' owned utilities or building systems?

☐

Check all that may apply.

Utility Type	Check if the answer is "Yes"
Domestic potable water	☐
Electrical	☐
Sprinkler/Fire Suppression	☐

Utility Type	Check if the answer is "Yes"
Sanitary Sewer	☐
Storm Sewer (open ditch or underground)	☐
Data/communications	☐
	☐ New to be installed
	☐ Connect to existing network
	☐ New Fiber Connectivity (Site)

Provider:

Fire Alarm

☐

Natural Gas

☐

Utility / Non-potable
water

☐

Check off the ancillary devices that may be
impacted by your work:

- ☐ Man doors
- ☐ HVAC fire shutters
- ☐ Elevators
- ☐ Baggage system fire shutters

Security

☐

Airport Systems

☐

(PA, FIDs, WAP etc)

HVAC

☐

- ☐ Security Systems (cameras, access controllers, automated doors)
- ☐ Public Address (PA) speakers
- ☐ Wireless Access Points
- ☐ Common Use Equipment (counters, gates, kiosks)
- ☐ Screen (FIDS/BIDS/GIDS/ overhead)
- ☐ Baggage Computer Systems
- ☐ Parking Systems (POFs, gates, columns)

Links to Additional Information

Are you aware that connection requests and
approvals maybe required before tying into any
of EA's systems?

☐

[Utility Connection Requests](#)

Will metering be required for any of the
utilities?

☐

Who will be providing the meter?

☐

Edmonton Airports

☐

Tenant

Drawings and Associated Documents

Please ensure to zip your files

Link:

[UPLOAD TO DOCSEND HERE](#)

[\(If window doesn't display properly, please copy and paste link into your current browser\)](#)

<https://flyeia.docsend.com/view/2ykn9k33qu3h67k2>

Note that submissions will not be processed without appropriate accompanying drawings

Include design documents, drawings, and Irrevocable license of Copyright (when required)

Other information or comments that Edmonton Airports should be aware of before processing this application:

Edmonton Airports requires payment of a non-refundable fee for the processing of all applications. See the flyeg.com page "[Facility Alteration Permits](#)" for more information and a link to PayPal.

Provide your PayPal confirmation here (Edmonton Airports' project number or RC for EA projects):

Applications made without providing the PayPal confirmation number either on this form or to Edmonton Airports directly will not be processed until a confirmation of payment has been provided

By submitting this application, I hereby acknowledge I have read and agree to abide by the Terms and Conditions associated with this application .

I have read the [Terms and Conditions](#) ☐ Yes ☐ No

Before you submit !

Requirements Checklist:

- ☐ Impact Assessment Number (Assessment Completion Number) has been included or applied for
 - ☐ Complete drawing package associated with the project
 - ☐ If applicable, a completed Irrevocable License of Copyright
 - ☐ FAP Fees
 - ☐ Acknowledged Terms and Conditions

☐ Click this box to submit information to Leduc County

Please download the form to your computer first to open in a pdf viewer then click the Email Form button.

Email Form

A notice confirming the receipt of your application will be sent by EIA within 24 hours (one working day).

For problems submitting, please contact Technical Services at 780-890-6763. For questions regarding your permit status, please contact Technical Services at fap@flyeia.com

EDMONTON AIRPORTS - FACILITY ALTERATION PERMIT

TERMS and CONDITIONS

1. This **Facility Alteration Permit** conveys permission to undertake the alteration described herein. This Facility Alteration Permit does not constitute an assessment, evaluation, or warranty of any kind or nature by Edmonton Airports of the quality of materials, design and construction employed in the performance of the work to be done by the Applicant, and Edmonton Airports assumes no responsibility for the consequences thereof.
2. Additional work can be added to the scope of the original **FAP** by an application for an amendment if the project is still under construction. If the project has been completed and equipment de-mobilized, a new permit is required.
3. No changes or revisions shall be made to the work authorized by this **Facility Alteration Permit**, without the prior approval of Edmonton Airports' Technical Services department and its designated official.
4. **Facility Alteration Permits (Construction)** expire six (6) months from date of issue if work has not started according to guidelines set for by the local authorities having jurisdiction. All **Facility Alteration Permits** which are expired will have to be re-applied for and approved by Edmonton Airports. Resubmissions will be accepted by Edmonton Airports' Technical Services department for processing. Please call (780) 890-8433 for further information.
5. **Facility Alteration Permits (Development)** expire one year from date of issue if work has not started. The applicant may contact Technical Services to apply for an extension. Please call (780) 890-8433 for further information.
6. Edmonton Airports reserves the right to halt or suspend the work should the terms or conditions of the **Facility Alteration Permit** not be complied with, or in the event that it is determined by Edmonton Airports, in its sole discretion, that the Applicant's activities are or will interfere with the safe, secure and efficient operation of Edmonton Airports' facilities.
7. This **Facility Alteration Permit** does not constitute a warranty of any kind or nature by Edmonton Airports of the location of any underground utilities.
8. Any locates of underground utilities completed by Edmonton Airports are done so in good faith and with the best information available. Edmonton Airports assumes no responsibility for the consequences thereof. If ground disturbance is occurring, the Applicant must conduct a complete utility locate for the work area using the Alberta One Call system or an equivalent third party. If Edmonton Airports identifies the need for a secondary sweep of the work site, the costs will be borne by the Applicant (unless otherwise agreed to by Edmonton Airports).
9. In the performance of the work the Applicant shall conform with all federal, provincial, municipal and local laws, regulations, bylaws or Codes, which are applicable to Edmonton Airports.
10. In the performance of the work, the Applicant shall not do or permit to be done any act affecting the operation of any existing plumbing, heating, fire-alarm, sewage, drainage, water supply, electrical sprinkler, ventilating,

refrigerating, fuel, or communication system at the facility, or other such service system threat, including all pipes, tubes, lines, mains, wires, conduits, equipment and fixtures, except with the express written approval of Edmonton Airports' Technical Services department and its designated official.

11. Prior to the commencement of the work and throughout the performance thereof, the Applicant shall erect and maintain at its own expense in or about the space such barriers, shields and other suitable protective devices for the protection of the public and others and their property. The work shall be performed in such a manner as will cause the minimum inconvenience to members of the public and others at the facility
12. The Applicant shall also observe and obey (and compel its officers, employees, agents and contractors to observe and obey) the rules and regulations of Edmonton Airports now in effect which are applicable to the performance of the work, and such further applicable rules and regulations which may from time to time during the said performance be promulgated by Edmonton Airports for reasons of safety, health, preservation of property or maintenance of a good and orderly appearance of the facility or for the safe and efficient operation of the facility.
13. The Applicant shall indemnify and hold harmless, Edmonton Airports, its directors, officers, agents and employees, against and from the risk of injuries (including wrongful death) or damage, direct or consequential, to it or them or to it or their property arising out of or in connection with the performance of the work, and the risk of claims and demands by third persons including the legal costs incurred by Edmonton Airports on a solicitor and his own client basis to defend such claims or demands, arising or alleged to arise out of the performance of the work and to the conditions of the premises during the performance of the work and following the completion of the work, whether such risks arise out of acts or omissions of the Applicant, its contractors or otherwise.
14. The Applicant shall pay all claims lawfully made against it by contractors, subcontractors, suppliers and workmen, and all claims lawfully made against it by other third persons arising out of or in connection with or because of the performance of the work and the conditions of the premises during the performance of the work, and shall cause all contractors and subcontractors to pay all such claims lawfully made against them.
15. Edmonton Airports reserves the right, at all times, to impose such other terms and conditions as Edmonton Airports deems necessary in its sole discretion to avoid injury to persons or damage to property or to ensure the safe, secure and efficient use of Edmonton Airports' facilities, including without limiting the generality of the foregoing, any additional conditions attached hereto.
16. The Applicant shall notify the Edmonton Airports' liaison assigned to the project not less than two (2) days prior to the commencement of the work.
17. The Applicant shall advise Edmonton Airports' Technical Services department when the work is substantially complete. Upon substantial completion of the work the Applicant shall deposit with the Assigned Edmonton Airports' Technical Services department one (1) copy of the drawing(s) showing the record/as-built facilities in electronic (CADD and pdf) formats. If record/as-built drawings are not submitted within sixty (60) days of project completion, a charge will be levied against the Applicant which the Applicant promises to pay, based on Edmonton Airports' cost to have the record/as-built drawings completed for the project.