

## FACILITY ALTERATION PERMIT GUIDELINES

### 1. INTRODUCTION :

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

Review of all proposed work will require submission of a Facility Alteration Permit (FAP) Application Form to RAA, which sufficiently describes the proposed work. Following a satisfactory FAP Application review, RAA will grant approval for the proposed work via a Facility Alteration Permit Jobsite Notice. The FAP Jobsite Notice will be available and/or displayed at the jobsite. 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.

Airport occupants and/or tenants must obtain prior written approval from the Vice President, Commercial, Projects and Planning (VP CPP) to modify, improve, add or delete facilities from leased property. A **FAP** must be completed and approved **PRIOR** to the commencement of any work.

When deemed necessary by the VP CPP, a **Plan of Construction Operations** **SHALL** be submitted for approval along with the FAP Application Form. RAA managers and supervisors 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 authorised 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 RAA utilities must be co-ordinated with the VP CPP or designate.
  - 2.1.3 Environmental and building codes must be strictly adhered to by the applicant.

- 2.1.4 The applicant, to whom this Permit is issued, is required to ensure that all personnel employed on the work described in the FAP are cleared through the Airport Security Office 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 can be coordinated with the RAA Security Office.
- 2.1.5 RAA 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 RAA to allow the project to proceed to completion.
- 2.1.6 Under such circumstances, RAA will not be responsible for costs involved should halting of work, or cancellation of the FAP, be warranted.
- 2.1.7 At the completion of the project, the FAP must be returned to the VP CPP, or designate, indicating the date the project was completed and acknowledging that a final inspection may be completed. Following this inspection, AS-BUILT drawings must be submitted by the applicant to facilitate updating of record drawings.

### **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 must be completed manually or electronically and signed by the applicant. The FAP application will 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 RAA. Facility alterations include any facility modification, reconstruction works, rehabilitation and renovation. For work proposed on RAA 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 VP CPP 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 issuing the permit.

### **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 provincial environmental legislation.

### **3.3 Regina Airport Authority Inc. Review and Approval**

Upon receipt of the application from the Tenant, the RAA will review the proposal and provide comments based on criteria which includes 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 (TP312E0);
- Navigational aid restrictions, communication and radar facilities;
- Obstacle limitation requirements;
- Security requirements;
- Noise and other environmental criteria;
- Barrier Free Access;
- Land Use Plan;
- Real estate development policy
- YQR design guidelines.
- YQR development regulations.
- Applicable building codes.
- Other requirements as applicable.

### **3.4 Approval**

Upon final approval by the VP CPP, 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 re-submission of the proposal may be required.

Final approval of the applicant's proposal by RAA 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 RAA assumes no responsibility concerning the tenant's ability to complete construction or otherwise meet the terms and conditions of the lease;
- 3.4.3 RAA 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 a proposed revisions, for the written approval of the VP CPP.

### **3.6 Adherence to Codes and Laws**

The VP CPP 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 Airport Security Office where required and that all security regulations are adhered to.

### **3.8 Display of Permit**

Prior to the commencement of any construction, the permit holder must visibly display the permit on the work site.

### **3.9 Inspections**

During construction, the applicant's work shall be subject to visual inspection by the RAA'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 VP CPP 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.

### **3.10 As-Built Drawings**

Completed “as-built” drawings must be submitted by the applicant, to the VP CPP or designate. As-built documents must be in PDF format and .dwg CAD drawing files for each of the following phases; for-tender, for-construction and as-constructed. All PDF files will be set to natively print to scale as full size sheets (Arch D or similar) and will be natively produced, i.e. not a scanned reproduction. The as-constructed PDF files will bear the seal and signature of the engineer of record. The as-constructed CAD files shall show the final revision as as-constructed. Submit hard copy check prints, signed by the certified engineer, with the revised files.

# FACILITY ALTERATION PERMIT APPLICATION

Please read the guidelines prior for completing the form: FACILITY ALTERATION PERMIT GUIDELINES

**PART I: To Be Completed by the Applicant.**

Requested by (Name) : \_\_\_\_\_

RAA    Tenant    Company/Contractor (Name): \_\_\_\_\_

<b>At (Facility)</b>	<b>Pursuant to Lease No.</b>	<b>Location (Civic Address or area) of space to be altered</b>	
<b>Details of work :</b>           			
<b>Work Location :</b> _____		<b>MAP :</b> <span style="background-color: #0070C0; color: white; padding: 2px 10px; font-weight: bold;">MAP</span>	
<b>Is this work for any of the following?</b> <input type="checkbox"/> To construct a new building/ amend existing building? <input type="checkbox"/> Renovation to a building? <input type="checkbox"/> Addition to a building? <input type="checkbox"/> Other?			
<b>Does this work require excavation or dig?</b> <input type="radio"/> No <input type="radio"/> If Yes, please complete the DIG Permit application.		<span style="background-color: #0070C0; color: white; padding: 2px 5px; font-weight: bold;">LOCAL UTILITY INFO</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px; font-weight: bold;">DIG PERMIT FORM</span>	
<b>Does this work require a crane?</b> <input type="radio"/> No <input type="radio"/> If Yes, please check the requirement.		<span style="background-color: #0070C0; color: white; padding: 2px 5px; font-weight: bold;">LAND USE INFO</span>	
<b>Has this document been designed &amp; stamped by a Professional registered to practice in the province of Saskatchewan?</b> <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Registered Professional <input type="checkbox"/> Civil Engineer <input type="checkbox"/> Fire Suppression Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Electrical Engineer <input type="checkbox"/> Other Engineer(s) <input type="checkbox"/> Mechanical Engineer <input type="checkbox"/> Geo-Technical Engineer			
<b>Will you be connecting to any of the following RAA owned utilities or building system?</b> <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Water <input type="checkbox"/> Power <input type="checkbox"/> Communication Cable <input type="checkbox"/> Heating & ventilation <input type="checkbox"/> Plumbing <input type="checkbox"/> Other(s)			
<b>Will any of your work involve in the following activities?</b> <input type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> Handling of hazardous material products <input type="checkbox"/> Storage of hazardous material products <input type="checkbox"/> Storage of waste, this include but not limited to both construction & organic materials (e.g. topsoil, clay, etc.)			
<b>Estimated cost</b>	<b>Estimated time to complete</b>	<b>Starting Date (M/D/Y)</b>	<b>Completion Date (M/D/Y)</b>
<b>Name &amp; Address of Contractor</b>		<b>Name &amp; Address of Engineer or Architect</b>	
		<b>Telephone #</b>	
<b>Send Correspondence to: (Name &amp; address of employee in charge of work)</b>			<b>Telephone #</b>
<b>Applicant's Name (as it appears on lease or license)</b>	<b>Applicant's or Proponent signature</b>	<b>Date (M/D/Y)</b>	

Note: Please attach any document, plan drawing or photos in the email.

SUBMIT

Next Page

**PART II: To be completed by the Regina Airport Representative.**

PROJECT TITLE : \_\_\_\_\_  
 FAP PERMIT # : \_\_\_\_\_ PROJECT # : \_\_\_\_\_  
 DIG PERMIT # : \_\_\_\_\_ PROJECT IN-CHARGE: \_\_\_\_\_

**ATTACHMENT :** PLAN DRAWINGS & PHOTOS ENVIRONMENTAL SCREENING JOBSITE FORM

DEPARTMENT	Date M/D/Y	NAME	SIGN OR INITIAL	CONCERN YES	NO	DIG PERMIT (Required)	COMMENTS
<b>VP Ops</b> Vice Pres. Operations & Safety		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>D, AOS</b> Director, Airside operation & Safety		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OPEN	
<b>CFO</b> Chief Financial Officer		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>D, S&amp;T</b> Director, Security & Technology		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>MAF</b> Manager, Terminal Operations & Facilities		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OPEN	
<b>AOO</b> Airport Operations Officer		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>EO</b> Environmental Officer		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OPEN	
<b>SBE</b> Supervisor Building Electrical		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OPEN	
<b>SFM</b> Supervisor Airfield Mobile		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OPEN	
<b>AOCC</b> Airport Operation Center Coordinator		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>MPD</b> Manager, Projects Planning & Dev't		Select your <input type="text"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OPEN	

**The Above Application is:**  Approved  
 Subject to the following conditions

Building Permit  Development Permit  Environmental Screening  
 Dig Permit  Nav Can land use  Obstacle Limitation

Building/Development Permit Complete?  Yes  No By: Select your name

Environmental Screening Decision Complete?  Yes  No By: Select your name

**APPROVED BY :**  
 JOHN ASTON, VP Commercial, Projects & Planning

**SIGNATURE :** \_\_\_\_\_

**DATE :** \_\_\_\_\_

**REMARK:** \_\_\_\_\_

MAIN PAGE

#### **4. FACILITY ALTERATION PERMIT – HOW TO APPLY**

Complete the [FAP Application Form](#) and submit either [online](#) or mail it to:

c/o Planning & Development Department  
1-5201 Regina Avenue  
Regina, Sk S4W 1B3

Be sure to provide all required documents, as inadequate applications may delay the processing of your application. FAP applications can take approximately ten (10) working days to process, but complex projects or applications without proper supporting documentation may take longer.

#### **5. ONLINE REFERENCE.**

- [NAV CAN Land use submission form.](#)
- [Transport Canada Aeronautical Information manual.](#)
- [Environmental Management System.](#)

#### **6. OTHER APPLICATION FORMS.**

- [Environmental Application form](#)
- [Nav Can Land use form.](#)
- [Transport Canada - AERONAUTICAL OBSTRUCTION CLEARANCE FORM](#)
- [Building Permit application](#)
- [Interim / Occupancy Permit application](#)