



**PROJECT PLANNING APPROVAL
&
FACILITY ALTERATION PERMIT
GUIDE**

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<i>APPENDIX C-2</i>	<i>Notice of Work Form</i>
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Document Revision Summary

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<i>February 2021</i>	<i>1.0</i>	<i>First Version</i>	<i>Chh</i>
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1. PURPOSE & APPLICATION

1.1. PortsToronto

Toronto Port Authority, doing business as PortsToronto (“PortsToronto”), is a successor to the Toronto Harbour Commissioners. PortsToronto is a government business enterprise that proudly owns and operates Billy Bishop Toronto City Airport, which welcomes more than two million passengers each year; the Outer Harbour Marina, one of Canada's largest freshwater marinas; and the Marine Terminal Property, which provides marine transportation, distribution, storage and container services to businesses at the Port of Toronto.

The mission of PortsToronto is to effectively manage Billy Bishop Airport, the Marine Terminal Property, and the Outer Harbour Marina on a self-sustaining basis, allowing PortsToronto to reinvest funds into transportation infrastructure, marine safety, environmental protection and community programming. Through the successful pursuit of this mission, PortsToronto plays an important city-building role in the economic growth and sustainable future of the City of Toronto.

PortsToronto is a financially self-sufficient government business enterprise which operates in accordance with the *Canada Marine Act* and Letters Patent issued by the federal Minister of Transport in addition to a series of specific policies and procedures. The Letters Patent include requirements related to PortsToronto’s board of directors and outline the activities that can be undertaken by the organization and by Tenants of PortsToronto on its properties. PortsToronto is guided by a nine-member board with representation from all three levels of government.

1.2. Project Planning Approval and Facility Alteration Permit

It is PortsToronto’s goal to ensure that any proposed development contributes to PortsToronto’s economic, physical, social and environmental quality of life. PortsToronto believes this is important, high value work and has established a number of processes to address this mandate.

1.2.1. Emergency Work

When there is an emergency that poses an immediate risk to public health, safety, the environment or property, notify the Permit Office directly of the work that is necessary to commence immediately and to confirm follow up submissions of information.

1.3. Commitment to Sustainability

PortsToronto’s primary focus is to balance commercial success and operational excellence with an unwavering commitment to creating a sustainable business that is inclusive of environmental protection, community engagement and health and safety. PortsToronto has made significant investment in the area of environmental protection and continues to identify initiatives to mitigate its impact on the environment which can be referenced in detail in its annual

Sustainability Report. PortsToronto strives to work with organizations that share similar sustainability and environmental commitments as PortsToronto. Information regarding sustainability and environmental matters can be found on our website at <https://www.portstoronto.com/portstoronto/about-us.aspx>.

1.4. Mississaugas of the Credit First Nations Land Acknowledgment

PortsToronto operates under its mandate, on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. PortsToronto respects that the Crown and the Mississaugas of the Credit signed Treaty 13 which covers the lands of the City of Toronto, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands. Today, Toronto is still home to Indigenous people and PortsToronto is grateful to have the opportunity to meet and work on this territory.

PortsToronto's Promise: Express gratitude to Mother Earth and for the resources PortsToronto is using, and honour all the First Nation, Métis and Inuit people who have been living on the land since time immemorial. PortsToronto consults and engages with the Mississaugas of the Credit First Nation on all proposed projects.

2. GENERAL

2.1. Terminology and Definitions

Words and terms used in this guide that are not included in the list of definitions shall have meanings as are commonly assigned to them in the context in which they are used in this guide, taking into account the specialized use of terms with the various trades and professions to which the terminology applies.

Airside means all areas allocated to aircraft flight and taxiing activities, and under direct operating control of Nav Canada and the Billy Bishop Toronto City Airport (BBTCA). It includes runways, taxiways, aprons, clear zones, agricultural areas, separation areas, and attendant drainage, electrical and electronic systems.

Applicable Codes and Standards means the regulations adopted by PortsToronto to control matters of construction as identified in Section 2.2.

Applicant means the existing Tenant, the new Tenant, or the PortsToronto Employee applying for or receiving Project Planning Approval or a Facility Alteration Permit and may include an agent representing the applicant by written authorization.

Architect means a member or licensee of the Ontario Association of Architects under the Architects Act, (Ontario).

Authority Having Jurisdiction (AHJ) means PortsToronto and any other external agency with jurisdiction of authority that may be referred to in this guide for which any respective requirements are coordinated through the Permit Office for all matters of construction.

Billy Bishop Toronto City Airport (BBTCA), BBTCA, or Airport means the airport owned and operated by PortsToronto.

Building means any structure used or intended for supporting or sheltering any use or occupancy.

Business Unit means Billy Bishop Toronto City Airport, Marine Terminal Property Business Unit, and/or the Outer Harbour Marina Business Unit.

Civil means all above and below ground structures other than Buildings as it relates to construction on PortsToronto Lands.

Construct means to design, build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, renovate, excavate and shore, and all other functions and practices normally carried out in the course of construction.

Construction means the process of designing, building, erecting, installing, altering, adding, enlarging, moving, locating, relocating, reconstructing, demolishing, removing, renovating, excavating and shoring a structure and all other functions and practices normally carried in the course of any of these activities.

Consultant means a person under contract by either PortsToronto or the Tenant for performing and assuming the responsibilities of design, regulatory compliance, engineering, security, health, and such other matter.

Contractor means a person under contract by either PortsToronto or the Tenant for performing and assuming the responsibilities of construction.

Employee means an individual under the employ of PortsToronto.

Facility Alteration Permit (FAP) means a written declaration issued by PortsToronto as permission to construct in accordance with this guide.

Independent Code Compliance Consultant means a registered professional qualified in ruling on the application of the National Building Code, National Fire Code and their referenced standards to construction and retained by PortsToronto as required to provide independent third-party document reviews and periodic inspections for such duly regulated construction.

Independent Construction Safety Consultant means a qualified person in ruling on the application of the regulations and their referenced standards for construction safety and retained by PortsToronto as required to provide independent third-party document reviews and periodic inspections for such duly regulated construction.

Inspector means an employee appointed by PortsToronto or a consultant engaged by PortsToronto for the purpose of enforcing matters of construction and this guide.

Issued for Facility Alteration Permit means plans, specifications, documents and other information necessary for the complete review of the Facility Alteration Permit submission including all architectural, structural, mechanical, plumbing and electrical drawings and details, including shoring drawings and details, where the construction method will require such systems.

Landside means all areas outside the designated Airside area at the Airport.

Maintenance means activities that preserve the function of a Building system or equipment which may involve cleaning, adjusting, or the minor renewal of machinery in plant where there is no breakdown to be repaired but does not include activities included in the definition of Construction.

Notice of Work means a notice issued by a contractor to PortsToronto or a Tenant of PortsToronto of construction activities, or work related to the preparation for construction activities, that describes the location, timing, and potential hazards of such activities as well as specific activities that may be deemed as disruptive.

Occupancy/Use Permit means a written declaration issued by PortsToronto that states the completed construction has fulfilled the requirements for use or occupancy as set out in this guide and which may include provision for partial occupancy.

Permit Office means the branch of PortsToronto, and/or designated agent acting on behalf of PortsToronto, responsible for all matters related to construction and this guide.

Person means any individual, firm, partnership, corporation, company, association or political body, and includes any trustee, receiver, assignee, or representative thereof.

PortsToronto means the Toronto Port Authority.

PortsToronto Lands means all lands, water lots, and improvements controlled by the Toronto Port Authority.

Primary Security Line means the physical set of barriers that separate the unrestricted Landside area from the restricted Airside area at the Airport and its integrity regulated by Transport Canada.

Professional Engineer means a member or licensee of the Association of Professional Engineers of the Province of Ontario under the Professional Engineers Act, (Ontario).

Project Initiator means a person representing PortsToronto, a Tenant, or other party who has been deemed the primary contact for a project that is being considered within PortsToronto Lands.

Project Planning Approval (PPA) means the written declaration of the preliminary assessment completed by PortsToronto allowing the Applicant to submit an application for a Facility Alteration Permit (FAP).

Registered Professional means a person who is:

- a) Registered or licensed to practice as an architect under the Architects Act of Ontario, or
- b) Registered or licensed to practice as a professional engineer under the Professional Engineers Act of Ontario.

Stop Work Order means a written declaration issued by PortsToronto ordering the person performing construction to cease and desist work noted until corrected.

Structure means an improvement whether it be permanent or temporary, resting in, on, under or over land or water, including runways, roads, pipelines, conduits, buildings and all their component parts and features, freestanding fixtures, components and equipment.

Tenant means the term used in this guide to identify the Person named on any lease, license or permit originating from and executed by PortsToronto or as assigned to PortsToronto which allows the use and development of a Building or a land parcel.

2.2. Applicable Codes and Standards

The following documents, standards, regulations, and laws are applicable, as appropriate or necessary to work occurring on PortsToronto lands:

- a) The current version of the National Building Code, and the Ontario Building Code where specifically necessary due to an adjoining jurisdiction, including all referenced regulations, standards, guides, etc.;
- b) Airport zoning regulations;
- c) The Impact Assessment Act;
- d) The National Fire Code and NFPA regulations;
- e) Other applicable laws including:
 - i. The Aeronautics Act;
 - ii. The Air Regulations;
 - iii. The Air Traffic Regulations;
 - iv. The Canada Marine Act;
 - v. The Canadian Occupational and Health Regulations;
 - vi. The Charter Flights Airport Facilities Reservation Regulations;
 - vii. The Aerodrome Security Regulations;
 - viii. The Official Languages Act;
 - ix. The Canada Labour Code;
 - x. Transport Canada Aerodrome Standards and Recommended Practices (TP312);
- f) Occupational Health and Safety Act;
- g) Ontario Electrical Safety Code;
- h) Ontario Technical Standards and Safety Authority regulations, and
- i) Accessible Canada Act (including AODA amendments).

Note: *This list is not intended to be a comprehensive list of all codes and standards that may apply. Other agencies or authorities having jurisdiction may have additional regulations or standards that apply for a particular development or facility alteration.*

3. ORGANIZATION, ROLES & RESPONSIBILITIES

3.1. General

PortsToronto is responsible for the development and alteration of the lands under its authority. This responsibility is primarily overseen by the Infrastructure, Planning and Environment (IPE) department of PortsToronto.

The IPE department of PortsToronto are a community of infrastructure professionals integral to PortsToronto's journey as guardians and stewards of Toronto's Waterfront.

The IPE team is committed to serving its customers with integrity in a consistent, predictable and reliable way.

3.2. PortsToronto Responsibilities

The initiation and review of all Project Planning Approval applications and subsequent Facility Alteration Permit applications are managed by the Infrastructure, Planning and Environment department of PortsToronto and/or their designated agent.

PortsToronto is responsible for:

- a) Confirming that affected PortsToronto stakeholders are aware of the Construction to be authorized by issuing the FAP including the issuance of Notice of Work to appropriate Business Units (including Billy Bishop Toronto City Airport, Marine Terminal Property Business Unit, and the Outer Harbour Marina Business Unit);
- b) Involving Airport Emergency Response Services and/or other responding firefighting services to review the proposed work as determined to be appropriate;
- c) Engaging the Independent Code Compliance Consultant (ICCC), and/or Independent Contractor Safety Consultant (ICSC) as may be applicable for review of the work;
- d) Confirming that Nav Canada and/or Transport Canada have given final approval of any Construction as may be applicable;
- e) Consulting and engaging with the Mississaugas of the Credit First Nation on any proposed project, as necessary;
- f) Making provisions to support and integrate the requirements of Construction and coordinating systems shutdown scheduling;
- g) Access control, security regulation governance and compliance, administration of both permanent and temporary security passes as may be applicable,
- h) Granting occupancy as may be applicable, as the Authority Having Jurisdiction (AHJ).

The Permit Office can be contacted at: permitoffice@portstoronto.com

3.3. Tenant Responsibilities

It is PortsToronto's goal to ensure a Tenant's proposed development contributes to the economic, physical, social and environmental quality of life in all its businesses. Tenants are required to adhere to the requirements and processes outlined in this guide.

3.4. Consultant Responsibilities

Registered Professionals and other Consultants engaged for the purpose of providing professional services are responsible for ensuring that all work resulting from these services will conform with this guide and all other codes and standards as may be applicable.

Every Person engaged for the purpose of providing design services shall have the same qualifications as are required by the Province of Ontario and shall submit evidence of the same qualifications as part of the information submitted with the application for a Facility Alteration Permit.

3.4.1. Provision of Design Services

Where a Building or part thereof is designed by an Architect or a Professional Engineer, or a combination of both, all construction documents and any changes thereto shall be prepared by and bear the signature and seal of the Architect, Professional Engineer or both as applicable and which is part of the information submitted with the application for a Facility Alteration Permit.

Except as may be specifically permitted, the construction shall be designed and reviewed during construction by a Registered Professional(s), or other Designer as required by this guide and the applicable laws and obligations of each professional association.

The Permit Office, in its sole discretion, may require a Building Code Report to be submitted as part of the Facility Alteration Permit process which will form the agreement-in-principle between the designers and the Permit Office as the Authority Having Jurisdiction (AHJ) for the application of the Building Code requirements to be utilized as the basis of the design for the project.

3.4.2. General Review

A Person who intends to construct or have constructed a Building, Structure or Civil work that is required to be designed by an Architect, Professional Engineer, or both, shall ensure that an Architect, Professional Engineer, or both, are retained to undertake the general review of the Construction of the Building in accordance with the performance standards of the Ontario Association of Architects and/or Professional Engineers Ontario. Please refer to Appendix B1 for the Letter of Undertaking to be completed and submitted by Tenants as part of the FAP application where Registered Professionals are used in the services of design and review.

Where design services are provided by a Consultant(s) other than an Architect or a Professional Engineer where permitted by this guide and applicable laws and regulations, such Consultant shall carry out or provide the general review of the Construction (refer Appendix B2 for the General Review Commitment Certificate to be completed by Registered Professionals and submitted as part of the FAP Application).

Regular written reports arising out of the general review shall be forwarded to the Permit Office by such Consultants on a frequency commensurate and relative to the to the project involved.

Upon completion of the Construction, the Registered Professional(s) and/or other Consultant(s) providing the general review, as referenced, shall each submit general letters of assurance, refer to Appendix B3 for the Assurance of Professional Review Form, to the Permit Office, stating that to the best of their knowledge, the Construction has been performed in accordance with this guide, the Building Code and all other applicable codes and standards. Such letters shall bear the signatures of the Registered Professional(s), and/or other Consultant(s).

3.5. Contractor Responsibilities

Contractors engaged for the purpose of providing Construction, or other similar or related work, for PortsToronto or its Tenants shall be responsible for:

- a) The health and safety of their workers, personnel and the general public which is of paramount importance with regards to the Contractors' performance of all Work on PortsToronto lands;
- b) All Construction and other work being in conformance with this guide and all other applicable codes and standards, and
- c) The Contractors' employees, subcontractors, and suppliers conforming with all PortsToronto requirements for performing work on PortsToronto lands.

It is the Contractor's responsibility to ensure that their Facility Alteration Permit (FAP) and Notice of Project (NOP) do not expire prior to the completion of all work, the initiation of final inspections, and the close-out of the FAP.

If work is anticipated to extend beyond the original FAP/NOP expiry date, a request to the Permit Office must be made with an updated NOP prior to the FAP expiry. If the request is made after the FAP has expired, a processing fee will be charged to the Contractor directly before the FAP certificate is re-issued.

Prior to excavation or subsurface works, the person responsible for the work shall contact all appropriate utilities and request a locate of utility lines within the area of the proposed work. In addition to outside agencies, locates must also be obtained from internal departments of PortsToronto. The contractor, or person in charge, must receive the required locates and

provided confirmation to PortsToronto that the required locates have been completed prior to commencing any excavation.

4. PROJECT PLANNING APPROVAL (PPA)

4.1. Objective

The Project Planning Approval application (PPA) provides PortsToronto and its Tenants with a process that examines the design and technical aspects of a proposed development to ensure it is attractive and compatible with the surrounding area and contributes to the economic, social, cultural and environmental vitality of PortsToronto lands. Features including, but not limited to, Building or infrastructure designs, all airside work, site access, servicing, waste storage and disposal, parking, loading, any contemplated exterior signage and/or advertising, and landscaping are reviewed.

The Project Planning Approval application (PPA) also provides an opportunity, as necessary, for the external stakeholders such as Mississaugas of the Credit First Nation, City of Toronto, Transport Canada, NAV Canada and others to review and comment on the proposed development.

4.2. Submission Process

Submission of a complete Project Planning Approval application (PPA), provided in Appendix A1, will facilitate the understanding of the Applicant's proposal by PortsToronto and allow for a more efficient and timely review process. The application is circulated to relevant internal divisions and external agencies as required for detailed technical review and comment.

The following provides a brief outline of the typical PPA process:

- a) Project Initiator submits a brief summary of the proposed project to the Permit Office of PortsToronto;
 - i. The summary is reviewed by PortsToronto to determine if a PPA is required;
 - ii. Confirmation regarding PPA requirements is then issued to the Project Initiator;
- b) The Project Planning Approval application (PPA) includes the following;
 - i. Project Planning Approval Application form;
 - ii. Project Initiator information;
 - iii. Description of proposed development;
 - iv. Location of proposed development;
 - v. Purpose of proposed development;
 - vi. Development requirements (initiator);
 - vii. Development schedule;
- c) In addition to the application, the following information is to be incorporated to facilitate the review;

- i. Extent of leased site/area;
- ii. Proposed Structure(s) size and height;
- iii. Physical modifications to site grading;
- iv. Other fixed Structures/facilities;
- v. Utility capacity requirements (i.e., electrical, gas, water, sanitary, communications), and
- vi. Other information that is considered to be relevant to the planning process.

The PPA will be circulated by PortsToronto to internal stakeholders, Business Units, and external stakeholders for review and comment. This process may require up to 30 calendar days.

PortsToronto internal stakeholders and Business Units include:

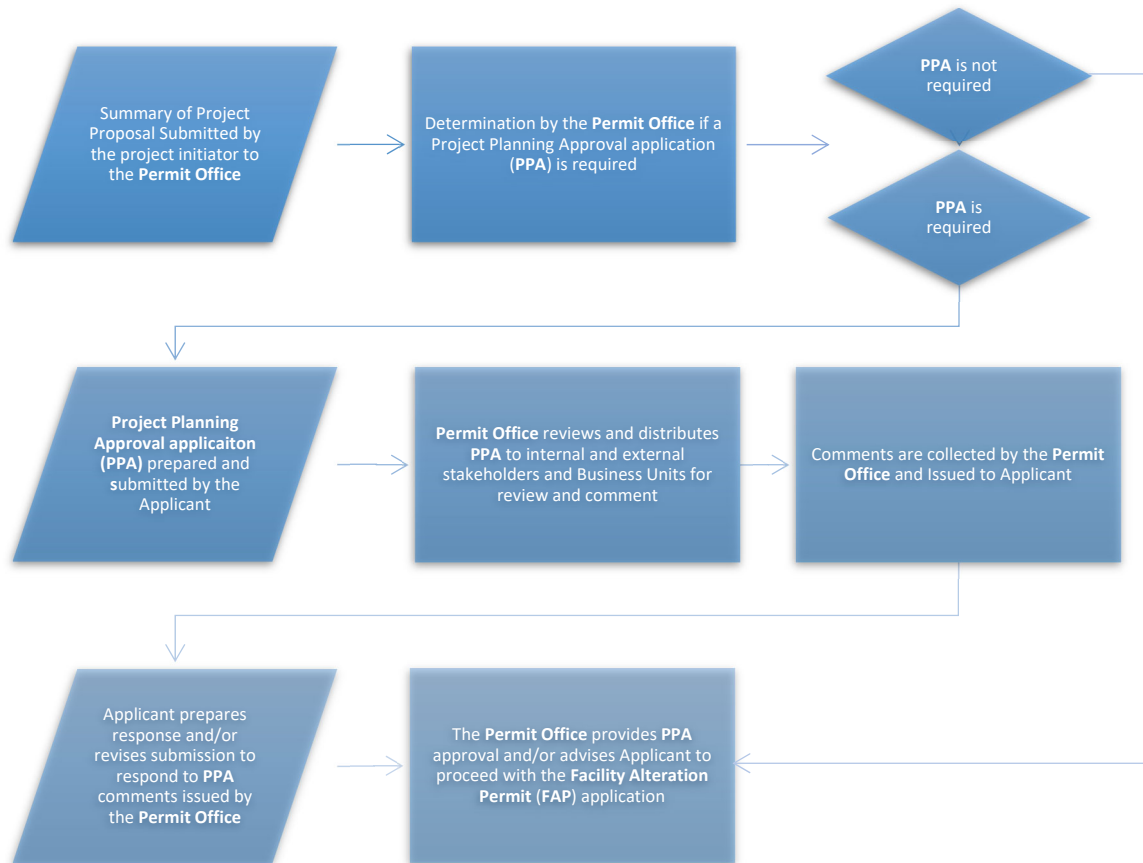
- a) Infrastructure, Planning and Environment Department (IPE);
- b) Business Units;
 - i. Billy Bishop Toronto City Airport (BBTCA) Business Unit,
 - ii. Marine Terminal Properties Business Unit,
 - iii. Outer Harbour Marina Business Unit, and
 - iv. Others as determined to be required.

PortsToronto external stakeholders may include:

- a) Mississaugas of the Credit First Nation;
- b) Transport Canada;
- c) NAV Canada;
- d) Canada Border Services Agency (CBSA);
- e) Canadian Air Transport Security Authority (CATSA);
- f) Nieuport Aviation Infrastructure Partners (NAIP);
- g) Commercial airlines, ORNG, and general aviation community operating at BBTCA;
- h) City of Toronto;
- i) Toronto and Region Conservation Authority (TRCA);
- j) Aquatic Habitat Toronto;
- k) Transport Canada;
- l) Waterfront Toronto; and
- m) Other Tenants on PortsToronto lands or others occupying property adjacent to PortsToronto Lands.

Comments are issued to the PPA applicant to respond to or address as necessary which may require revisions to the application and/or a commitment of compliance. The PPA is approved once all comments have been addressed to the satisfaction of PortsToronto and its Business Units and/or stakeholders (both internal and external). The PPA will identify the permission to proceed with the FAP application as applicable (i.e., if physical Construction is intended to take place on PortsToronto lands).

The following process flow chart identifies the typical Project Planning Approval (PPA) process:



4.3. Community Involvement

During various stages of a development, PortsToronto may find it appropriate to inform the local community concerning a proposed project. This notification would be at the discretion of PortsToronto. Should the requirement for an information meeting or presentation occur, this may be conducted at a regularly scheduled meeting of the Community Liaison Committee (for BBTCA-related projects) or an ad-hoc meeting for other Business Units. The meeting would be organized by PortsToronto and is usually attended by the municipal Ward Councillor or representative. The meeting provides PortsToronto an opportunity to outline the planning process to the local community and provide the proponent an opportunity to publicly present its proposal. It also provides the local community an opportunity to comment on the proposal. This input is taken into account by PortsToronto staff when discussing revisions to the proposal. Technical review of the application would continue during this process.

5. FACILITY ALTERATION PERMIT (FAP)

5.1. Requirement for a Facility Alteration Permit

A Facility Alteration Permit (FAP) is required for all Construction activities and similar or related activities where the work is being performed by a Contractor within any facilities on PortsToronto lands, with the exception of those activities that are strictly Maintenance. No Person is permitted to engage in any Construction or construction-like activity on PortsToronto lands without first obtaining a Facility Alteration Permit from the Permit Office.

All Construction related activities, including but not limited to, the following; erection, alteration, repair, dismantling, structural maintenance, land clearing, earth moving, grading, excavating, trenching, digging, boring, drilling, blasting, or concreting, the installation of any machinery or plant which support PortsToronto business and operations, telecommunication and IT systems, will require FAP approval. Additionally, a FAP is required for the demolition of a Building or Structure with a description of the structural design characteristics of the Building and the method of demolition included in the application for a FAP to demolish the Building in accordance with the provisions of the Building Code. No Person shall commence demolition of a Building or any part thereof before the Building has been vacated by the occupants except where the safety of the occupants has been assessed as not being affected.

Maintenance activities that are not subject to the FAP process (as deemed by the Permit Office) are required to follow the applicable Notice of Work process when those activities may affect or result in the interruption of required operations, services, or systems or where the maintenance being completed is related to a fire protection or a life safety system

5.2. Applying for a Facility Alteration Permit

Applying to the Permit Office for a Facility Alteration Permit (FAP) requires following documentation from the Applicant:

- a) A Facility Alteration Permit application, provided in Appendix A2, properly completed with all applicable information requested on the form,
- b) All supporting and relevant documents for the type of project to be constructed including issued for construction plans and specifications (refer to following sections for submission requirements),
- c) Where a Consultant(s) is engaged in the design of the Project and review of Construction, a completed Letter of Undertaking by the Applicant and the General Review Commitment Certificate(s), and
- d) If available at the time of the FAP application, health and safety documentation and a materials management plan as identified in Section 5.5.

The information identified above will be assessed by the Permit Office for completeness of the submission. Following this review, an Application Review Notice (ARN) will be sent to the Applicant with details of the FAP review process and requests for additional information as may be required.

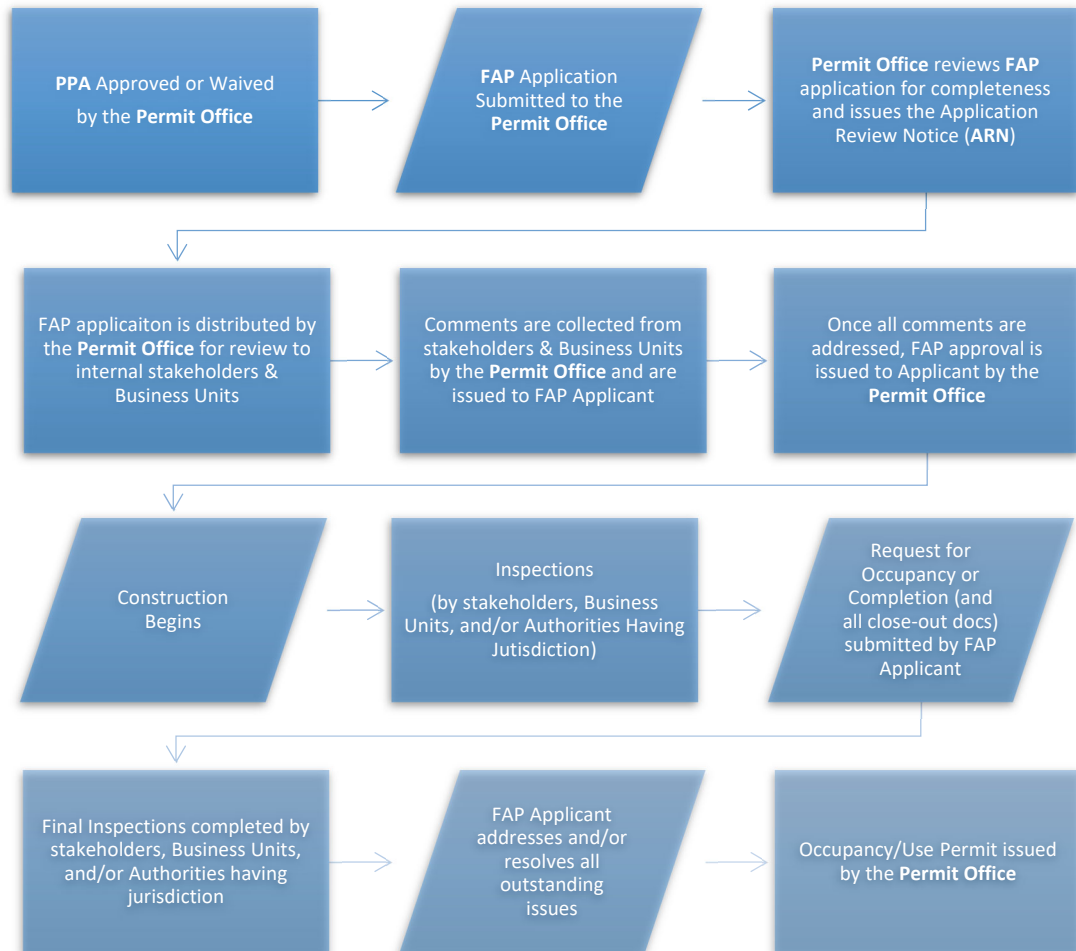
The FAP application review process may consist of a detailed review by PortsToronto's Independent Code Compliance Consultant (ICCC) for building code compliance or other third-party professionals as may be determined by PortsToronto. The Applicant, and any agents of the Applicant, remain responsible for fulfilling all Building Code and any other specified requirements of PortsToronto and other external agencies to PortsToronto.

The Permit Office or PortsToronto's ICCC or other third-party professionals will review the contents of the documents submitted and will verify that the scope of the Construction to be authorized by a Facility Alteration Permit is in compliance with the applicable requirements of the Building Code, Fire Code, or other regulations as deemed to be applicable by PortsToronto. The Applicant will be contacted directly by the Permit Office, ICCC or third-party professional with review comments and observations.

In order to ensure the timely processing of FAP applications, the Permit Office may elect to retain the services of an external consultant (agent) to facilitate the Facility Alteration Permit application administration process on behalf of Permit Office. While the internal and external coordination of the application review process will be administered by the agent, there are no changes to the FAP application process or submission requirements when this occurs. FAP applicants will be notified by the Permit Office at the time of the FAP application if an agent will be administering their FAP application process.

5.2.1. Typical Facility Alteration Permit Process

The following process flow chart identifies the typical FAP process following the Project Planning Approval:



5.3. Submission Guidelines – General

The drawings shall be prepared, signed and sealed by an Architect and/or a Professional Engineer accompanied by a signed and dated Letter of Undertaking from the Project Initiator or Tenant, as well as a sealed and signed General Review Commitment Certificate from the Architect and/or Professional Engineers providing the design and field review services.

Only construction documents submitted that are indicated as being “Issued for Construction” or “Issued for Facility Alteration Permit” (as defined by this Guide) will be accepted by the Permit Office at time of application for a Facility Alteration Permit (FAP). Documentation is required to be complete with sufficient information and instruction describing the scope of the Project for

the Contractor to be able to construct it fully without having any questions or additional information related to what is to be completed. Documentation indicating “Not for Construction” or documentation deemed by the Permit Office as being insufficient for the purposes of review will not be accepted as part of the FAP submission.

Site Plans referencing a current survey, certified by a registered Ontario Land Surveyor, shall show the dimensioned property lines including bearings and spot elevations, lease lines, fence lines, Primary Security Line, Airport zoning setbacks (where applicable), utility easements, the boundaries of the Construction, new and existing, above and below grade services, new and exist. Hoarding plan, identifying any impacts of construction hoarding to life safety systems, should be part of the FAP submission.

A Building Code Report, as may be required based on the determination of PortsToronto, shall contain the building code analysis, exiting diagrams, and any other information as may be required; and shall be prepared by an Architect and/or a Professional Engineer who has proven experience in building code analysis and interpretation.

Architectural drawings shall fully describe the Building elements of the proposed Construction, and include:

- a) Key plan with north indication showing the proposed location of work relative to the buildings or base building,
- b) Floor plans showing lease lines, Primary Security Line (where applicable), room names, door numbers, fixtures, floor materials, wall assemblies, the location of major components of fire protection and exits with indication of fire resistance ratings by testing laboratory listings, built-in cabinet network and detail cross references,
- c) Reflected ceiling plans showing lease line, ceiling finishes and heights, bulkheads, fire rating, lighting layout, fire detectors, mechanical grilles, diffusers, sprinkler heads, access panels,
- d) Elevation drawings, both exterior and/or interior as required, showing finishes, features and fixtures, and
- e) Detail and section drawings showing Construction as required; Structural drawings shall describe all components and systems for supporting the proposed Construction, the location, size and material properties and specifications of all structural members, and the design loads used for the design.

Mechanical drawings shall fully describe all HVAC, plumbing, drainage, and fire suppression systems for the proposed Construction, the location, size, capacity of all equipment and components, the location and specification of all fire protection items, connections to Airport systems, a summary of the energy conservation design approach, design loads used for heat loss/heat gain, and mechanical material and equipment specifications.

Electrical drawings shall include single-line diagrams and shall fully describe all lighting and power layouts, the location of electrical equipment, reflected ceiling plans, exit and emergency

lighting, fire alarm and detection systems, connections to Airport systems, a summary of the energy conservation design approach, electrical load summary, electrical panel schedule, and electrical material and equipment specifications.

5.4. Submission Guidelines – Civil

Site plans shall reference a current survey certified by a registered Ontario Land Surveyor and shall fully illustrate and specify the scope of the Construction, show all locations of new and existing above ground and underground services complete with invert elevations and above ground services, existing roadways and placements relative to the Construction complete with dimensions and notes.

Design drawings including plans, profiles, cross-sections, detail drawings, schematic diagrams, legends, notes and other information shall fully describe the Civil work.

A design report including general requirements, construction procedures, material and equipment specifications, standard drawings, geotechnical information, and all other supporting information and/or reports required to fully describe the Civil work shall be included.

A traffic control and protection plan is required to ensure protection of the public and workers, ensure that vehicular and pedestrian traffic flow is properly maintained during the performance of the work, and mitigate any negative impacts to vehicular and fire department access routes. In addition, a review should be undertaken to determine and properly mitigate any potential disruption to airport or port operations (e.g., crane permits, access to restricted areas, Airside plan of construction operations, etc.).

Construction documents prepared, signed and sealed by a Professional Engineer including a Letter of Undertaking from the Applicant and a General Review Commitment Certificate from the Professional Engineer may be waived at the discretion of the Permit Office in accordance with this guide, where the scope of the Construction would not require the above.

5.5. Obtaining a Facility Alteration Permit

Upon satisfactory completion of the FAP application review, issuing of a Facility Alteration Permit by the Permit Office will be subject to receiving documentation as described further in this section.

Contractors are required to submit the following prior to the issuance of the Facility Alteration Permit:

- a) WSIB Certificate;
- b) Contractors Corporate Health and Safety Program;
- c) Site Specific Safety plan for the specific work site;

- d) Ministry of Labour – Notice of Project;
- e) Ministry of Labour – Form 1000;
- f) High level schedule for project;
- g) Detailed means or methods of delivering construction materials onto the island (as applicable), and
- h) Copy of Project Specific Insurance Coverage.

Please allow up to **10 business days** for review of documentation. Applicants are urged to allow sufficient time in their project schedule for the review and approval of the proposed construction. Should a longer review period be necessary as a result of project complexities, the Permit Office will identify the anticipated review duration at the time of the FAP application being accepted.

Depending on project type, the Applicant will be advised by PortsToronto at the time of application, of the need to engage the Independent Consultants, or other third-party or peer review professionals. The professional fees associated with the engagement of independent professionals by PortsToronto will be the responsibility of the FAP Applicant and to be paid prior to issuance of the FAP Certificate.

When the provisions above are completed by the Applicant, the Permit Office will prepare the Facility Alteration Permit approval in the form of a Permit Certificate and issue this notice via email to the Applicant.

Prior to commencement of Construction activities, the Contractor must contact PortsToronto for a preconstruction meeting with a PortsToronto Health & Safety representative.

Subsequent to the issuance of the FAP, the Contractor must contact the applicable PortsToronto Business Unit and/or PortsToronto project manager to obtain the required *Notice of Work* approval as may be required. The point(s) of contact for the appropriate Business Unit and/or PortsToronto project manager will be provided with the FAP approval to the Applicant.

5.5.1. FastFAP

The FastFAP process is a process that can be used for smaller scale construction projects that have a limited scope and/or a limited impact on adjacent areas noting that the requirements of *3.5 - Contractor Responsibilities* remain applicable to FastFAP applications.

A FastFAP can be applied for where the following conditions are met:

- a) The work does not require the design to be completed or the construction reviewed by a Registered Architect or a Registered Professional Engineer,
- b) Independent Professionals (retained by PortsToronto) are not required, and

No fire protection systems, life safety systems, security systems, or emergency power systems are modified or affected by the proposed work.

Examples of work that may qualify for the FastFAP process are:

- a) Adding or replacing insulation;
- b) The replacement of windows or doors provided:
 - i. there is no change in the location or size of the window and/or door;
 - ii. the structural support for the opening (i.e., lintel) is not affected; and
 - iii. a new exit is not created;
- c) replacement of existing mechanical equipment (not related to a fire protection system, life safety system, or emergency power system);
- d) repairing and replacing plumbing fixtures;
- e) replacing existing roofing material provided no structural work is required;
- f) painting (where the total extent of work is limited to painting); or
- g) emergency pothole repair (groundside and airside).

The anticipated review time required by the Permit Office for a complete FastFAP application is **5 business days**. Applicants are urged to allow sufficient time in their project schedule for the review and approval of the proposed construction.

5.6. Permit Posting

Where a Facility Alteration Permit certificate has been issued pursuant to this guide, the Person to whom it is issued shall have the permit posted at all times during Construction in a conspicuous location at the project site(s) together with the Notice of Project.

For mobile work, a digital copy of the FAP certificate will be provided and must be available for presentation upon request by the Permit Office, or Permit Office delegates, at all times that work is taking place.

Additional permits (i.e., Hot Work Permits) are also required to be posted, and/or available digitally, at all times when and where the applicable activities are taking place.

5.7. Terms and Conditions of the Facility Alteration Permit

No Person shall construct or cause to be constructed a Building or any other Structure or system on PortsToronto property or lands except in accordance with the supporting documents, Construction Documents and/or any other information on the basis for which a Facility Alteration Permit is issued.

The Facility Alteration Permit authorizes the work to be carried out in accordance with the drawings and/or specifications as reviewed by PortsToronto and which accompanied the application for the Facility Alteration Permit and the requirements stipulated therein.

Submitting the application for the Facility Alteration Permit with the supporting documents constitutes agreement by the Applicant to comply with, and be bound by, all written conditions of the permit authorization, the requirements of this guide, requirements of the Permit Office, and all other terms stated in any lease, license or other agreement between the Applicant and PortsToronto.

Issuing of a Facility Alteration Permit by the Permit Office signifies that the Project has been accepted by PortsToronto and that the specified Construction may proceed, subject to the conditions represented by the permit, the attachments thereto and the requirements of this guide. Issuing this permit shall not be considered as an evaluation of the adequacy, quality or completeness of the Project design and PortsToronto assumes no responsibility for such matters. Persons completing the work shall comply with all rules, regulations and requirements issued by PortsToronto relating to security, safety, health, preservation of property, environment, energy conservation, the maintenance of good and orderly appearance of PortsToronto lands, and the continuous and efficient operation of associated facilities.

All permits, passes, or licenses from PortsToronto departments and/or external agencies that are required by the Applicant or Contractors before use or occupancy of the work is permitted shall be obtained by the Applicant or Contractors when necessary.

5.8. PortsToronto Reviewing of the Work

Any part of the work which does not comply with this guide or which is not accepted by PortsToronto with reason shall be removed and replaced at no expense to PortsToronto.

PortsToronto reserves the right to order, by its own means, an immediate halt to any Construction being carried out under a Facility Alteration Permit for any circumstance that dictates that it would not be in the best interest of PortsToronto to permit the Construction to proceed or if the FAP has expired. Under such circumstances PortsToronto shall not be responsible for paying any costs associated with the halting of the Construction or cancellation of the Facility Alteration Permit as warranted.

The Contractor shall pay all costs for damages and unsafe conditions duly created outside the limits of the site during the course of Construction that PortsToronto is forced to rectify due to the Contractor's performance inability or unwilling conduct.

5.9. Revocation of Permit

The Permit Office may revoke a Facility Alteration Permit without advance notice provided to the Applicant on the basis that the:

- a) Facility Alteration Permit was issued based on mistaken or false information,
- b) Work being undertaken or any part thereof, is not being performed in accordance with the terms and conditions of the Facility Alteration Permit,
- c) Work being undertaken, or any part thereof, is not of the same type or scope of work as that contained in the construction documents submitted for the Facility Alteration Permit,
- d) Work has not, in the opinion of the Permits Office, commenced within **90 calendar days** of the scheduled construction commencement date or the issuance date of the Facility Alteration Permit where no construction commencement date has been provided, or
- e) Work is, in the opinion of the Permit Office, substantially suspended or discontinued for a period of more than **90 calendar days** and without satisfactory explanation given by the Contractor completing the work.

5.10. Notices and Inspections

5.10.1. Prescribed Notices

The Permit Office is required to be notified, by the Person to whom a Facility Alteration Permit is to be issued, of the readiness of the Contractor to start the work.

The relevant Notice of Work and Shut Down Request, provided in Appendix C2, shall be completed by the Contractor and submitted to the appropriate PortsToronto Business Unit for approval prior to the commencement of Construction activities.

The Contractor shall notify the Permit Office by the form(s) provided with a minimum notice of **5 business days** in advance of the date of any required inspection or any requested progress inspection.

Unless otherwise instructed, the Contractor shall notify the Permit Office of:

- a) The commencement date of the construction,
- b) The commencement of any form of soil disturbance,
- c) The substantial completion of the installation of underground services,
- d) Prior to covering any aspect or component of the work that is pertinent to the review of PortsToronto and/or an authority having jurisdiction, and
- e) Completing construction and installation of components required for issuing an Occupancy/Use Permit, if the construction or part thereof to be occupied or used is not fully completed.

5.10.2. Duties of the Inspector

An Inspector representing PortsToronto may, for the purpose of inspecting the work in respect of which a Facility Alteration Permit is issued or an application for such permit is made, enter the Place of Work at any reasonable time without advance notice provided:

- a) The Contractor is made aware of the presence of the Inspector upon their arrival by having direct contact with the site superintendent,
- b) All safety requirements of the Contractor are followed by the Inspector while at the place of work, and
- c) The Contractor is made aware of when the Inspector departs.

An Inspector representing PortsToronto may, for the purpose of inspecting the work, undertake specific inspections related to compliance requirements of this guide.

An Inspector representing PortsToronto may, for the purpose of inspecting the work prior to covering and accepting, undertake and/or request specific tests and demonstrations for foundations and other underground structures, plumbing and pipe systems, HVAC systems, electrical systems, electronic and communications systems, life safety systems, and similar systems to determine adequacy of the installations to perform as required.

5.11. Posting an Order

Where an Inspector issues an Order to Comply or a Stop Work Order, the Inspector shall affix a copy at the place of work, and no Person, except the Inspector shall remove the order.

5.11.1. Order to Comply

Where an Inspector finds that any provision of this guide or any applicable code or standard is being contravened, the Inspector may issue a written Order to Comply, directing compliance with such provision and may require the order to be carried out immediately or within a reasonable specified period of time. Where an Inspector gives an order under this subsection, the order shall contain sufficient information to specify the identification of the code or standard being contravened, the nature of the contravention and its location.

Prior to issuing such order, the applicable PortsToronto representative administering either, the contract, lease or license related to the work will be contacted to determine the conditions to be included in the order, unless immediate action needs to be carried out.

Where an Order to Comply issued under this guide is not complied with within the time specified, or where no time is specified, within a reasonable time from the noted circumstance(s), the Permit Office may prohibit the use or occupancy.

5.11.2. Order to Stop Work

Where an Order to Comply has not been resolved within the time specified or, where no time is specified, within a reasonable time, the Permit Office may order that all or any part of the work shall cease through the issuance of a Stop Work Order issued to the Facility Alteration Permit Applicant and a copy shall be posted at the place of the related work.

Prior to issuing such order, the applicable PortsToronto representative administering either, the contract, lease or license related to the work will be contacted to determine the conditions to be included in the order, unless immediate action needs to be carried out.

Where a Stop Work Order is issued in accordance with this guide, no Person shall perform any act of Construction activity in respect of which the order is made, other than work necessary to correct the circumstances which led to the issuance of the Order to Comply.

5.11.3. Unsafe Construction

A representative of PortsToronto may enter upon any PortsToronto lands or into any premises on PortsToronto lands at any time for the purpose of inspecting any Construction to determine whether such Construction is unsafe and shall have the power to issue a written Order to Comply, setting out the reasons why the Construction is unsafe and the remedial steps required to be taken to render the Construction safe, may be issued to the Facility Alteration Permit holder where any Construction is deemed to be unsafe and may require the remedies to be carried out within a specified time period.

The PortsToronto representative administering either the contract or lease related to the work will be contacted to determine the conditions to be included in the order prior to the order being issued, unless it has been determined that immediate action needs to be carried out.

Where the Permit Office has issued an Order to Comply under this guide and considers it necessary for the safety of the public, it may cause the premises to be altered, repaired or demolished for the purpose of removing the unsafe condition, or take such other action as it considers necessary for the protection of the public. The Contractor named on the Facility Alteration Permit shall be responsible for paying such costs.

5.12. Airport Emergency Response Services

In the case of applications affecting fire protection systems located on or within airport lands/facilities or as may be identified as a requirement in the Application Review Notice, these will be reviewed for compliance with the Airport Emergency Response Services.

5.13. Hot Works

A Hot Work permit is required for any temporary operation involving open flames or producing heat and/or sparks. Hot work includes cutting, welding, brazing, grinding, soldering, thawing pipes, torch applied roof covers, and any operation involving open flames, generating sparks or heat.

5.13.1. Marine Terminal Properties & Outer Harbour Marina

A Hot Work Permit application is required to be completed and submitted by the Contractor to the PortsToronto Health and Safety representative for work occurring within the Marine Terminal Properties or the Outer Harbour Marina a minimum of **5 business days** prior to commencing such work.

Refer to Hot Works Permit Application Form provided in Appendix C1a of this Guide.

5.13.2. Billy Bishop Toronto City Airport (BBTCA)

A Hot Work Permit application is required to be completed and submitted by the Contractor to the BBTCA the Duty Manager at dutymanagers@portstoronto.com a minimum of 5 business days prior to commencing such work.

The Contractor checks in with the BBTCA Airport Operations Communications Centre (AOCC) (**416-203-6942 ex. 10**) on the day of the scheduled works, to have the Fire Hall dispatched to site and approve the Hot Work Permit.

NOTE: This application will become Permit once signed by Fire Hall

Refer to Hot Works Permit Application Form provided in Appendix C1b of this Guide.

5.14. Utility Locates

Prior to excavation or subsurface works, the person responsible for the work shall contact all appropriate utilities and request a locate of utility lines within the area of the proposed work. In addition to outside agencies, locates must also be obtained from internal departments of PortsToronto. The contractor, or person in charge, must receive the required locates and provided confirmation to PortsToronto that the required locates have been completed prior to commencing any excavation.

In the event that locate information is not clear, work must not commence until such time as the required information is provided and is understood by the contractor or person in charge.

The contractor or person in charge shall not excavate outside the area covered by the locate request without first obtaining a further locate.

5.15. Changes During Construction

Contemplated changes to the design or instructions on site that will have a material effect on the performance, location, visual appearance, schedule, or anticipated Construction activities related to the work approved as part of the Facility Alteration Permit process are required to be submitted to the Permit Office for review, and approval where applicable, prior to the commencement of the contemplated change or site inspection.

5.16. Inspections by Other Authorities

Where required by the applicable codes and standards or as identified as part of the PPA or FAP application processes, a representative of an Authority Having Jurisdiction (other than PortsToronto), may inspect the work or portions of the work for compliance with applicable codes and standards under its jurisdiction.

Contractors and their subcontractors shall provide access to the work and render any and all assistance necessary to such Authority Having Jurisdiction for the purposes of facilitating their inspection.

5.17. Security Inspection

Construction activities taking place within or in relation to the Airport Primary Security Line are subject to the regulatory requirements of the Canadian Aviation Security Regulations, applicable security measures and Interim Orders as set out by the Minister of Transport.

Where Construction activities take place within or in relation to a domestic ferry or domestic ferry facility, Construction activities are subject to the regulatory requirements of the Domestic Ferries Security Regulations and Interim Orders as set out by the Minister of Transport.

Aerodrome Security Personnel will conduct frequent inspections for compliance with the applicable security regulations prior, during and following Construction. Non-compliance with security regulations will result in the immediate suspension of any Construction.

Measures required to ensure compliance with the security requirements at applicable sites will be issued as part of the Application Review Notice.

5.18. Occupancy/Use of Completed Construction

Except as authorized by this guide, no Person shall occupy or use, or permit to be occupied or to be used, any Construction or part thereof, until the following conditions have been met:

- a) A final inspection of the Construction has been requested of the Permit Office complete with the submittal all close-out documentation at least **5 business days** prior to the requested final inspection date;
- b) All Letters of Assurance from Registered Professionals and/or other Consultants have been submitted;
- c) All testing and/or commissioning, demonstrations and inspections, have been performed pursuant to such request including, but not limited to;
 - i. Fire alarm system demonstration including audible levels (following the completed verification),
 - ii. Emergency lighting and emergency power demonstration,
 - iii. Sprinkler and/or fire protection system demonstration (i.e., test flows, shut offs, etc.), and
 - iv. Demonstration of electromagnetic lock release at required egress/exit doors,
- d) All applicable documentation supporting satisfactory completion of Clause (c) are prepared by the Contractor and the Registered Professional(s) and other Consultants;
- e) Any outstanding Orders to Comply issued in relation to the Facility Alteration Permit have been resolved, and
- f) An Occupancy/Use Permit or an equivalent authorization has been issued by the Permit Office to the Facility Alteration Permit Applicant.

Partial occupancy of a portion of a Construction may be granted by the Permit Office where the following conditions have been met:

- a) An interim or partial occupancy inspection of the Construction has been requested of the Permit Office complete with all close-out documentation related to the area to be used or occupied at least **5 business days** prior to the requested interim inspection date;
- b) All Letters of Assurance from Registered Professionals and/or other Consultants have been submitted specific to area to be used or occupied (to be accompanied by a diagram indicating the exact boundary of use/occupancy);
- c) All testing and/or commissioning, demonstrations and inspections, have been performed related to the area to be used or occupied pursuant to such request including, but not limited to;
 - i. Fire alarm system demonstration including audible levels (following the completed verification),
 - ii. Emergency lighting and emergency power demonstration, and
 - iii. Sprinkler and/or fire protection system demonstration (i.e., test flows, shut offs, etc.),
- d) All applicable documentation supporting satisfactory completion of Clause (c) prepared by the Contractor and the Registered Professional(s) and other Consultants;
- e) Any outstanding Orders to Comply issued in relation to the Facility Alteration Permit have been resolved, and
- f) A Partial Occupancy/Use Permit or an equivalent authorization has been issued by the Permit Office to the Facility Alteration Permit Applicant.

Where permission has been granted by the Permit Office to occupy part of a Building or space(s) as outlined above for a partial occupancy, such Person shall notify the Permit Office immediately upon completion of the remainder of the work.

The Permit Office may issue an Occupancy/Use Permit where:

- a) The structure of a building is completed up to and including the roof, all enclosing walls of a Building are completed up to and including the roof;
- b) All walls, partitions, and guards enclosing the space(s) to be occupied are completed;
- c) All required fire separations and closures are completed on all storeys to be occupied;
- d) All required exits are completed and fire-separated including all doors, required door hardware, balustrades and handrails from the uppermost floor to be occupied down to grade level (and below if an exit connects with lower storeys);
- e) All shafts including closures are completed to the floor-ceiling assembly above the storey to be occupied and have a temporary fire separation at such assembly;
- f) Temporary closures and/or partitions have been installed to prevent access to parts of the Building and site that are incomplete or still under Construction;
- g) Floors, corridors, lobbies, and required means of egress are kept free of Construction material, debris and/or other hazards;
- h) Where service rooms are in operation, required fire separations are completed and all required closures installed;
- i) All water, plumbing and drainage, and HVAC systems are complete and tested as operational for the storeys to be occupied;
- j) Required lighting, heating and electrical supply are provided for the suites, rooms and common areas to be occupied;
- k) Required lighting in corridors, stairways and exits is completed and operational up to and including all storeys to be occupied;
- l) Required standpipe, sprinkler and fire alarm systems are complete and operational up to and including all storeys to be occupied, together with required proper connections for such standpipes and sprinklers;
- m) Required fire extinguishers have been installed on all storeys to be occupied;
- n) Garbage rooms, chutes and ancillary services thereto are completed to the storeys to be occupied;
- o) Required firefighting access routes have been provided and are acceptable to Fire and Emergency Services, and
- p) A fire safety plan has been formulated and a copy submitted to the Permit Office and accepted by Airport Emergency Response Services (as applicable).

Upon conclusion and acceptance of all documentation and inspection(s), PortsToronto will issue an Occupancy/Use Permit.

5.19. As-Builts

Submission of As-built drawings and all approved shop drawings, reviewed and approved by the appropriate and/or requisite Consultants, is required within a maximum of **60 calendar days** from issuance of Occupancy/Use Permit.

As-built drawings must be submitted as a condition of the Facility Alteration Permit Applicant obtaining an Occupancy/Use Permit. A partial Occupancy/Use Permit can be issued without having the As-built drawings submitted.

As-built drawing submittals must include drawings from all disciplines that are incorporated into the design and construction (architectural, structural, mechanical, plumbing, fire suppression, HVAC, electrical, civil and landscaping).

As-built drawing submittals are to include:

- a) One electronic version in AutoCAD, and
- b) One electronic version in portable document file (pdf) version.

The documentation must be submitted on a non-returnable USB drive, via email, or via an approved file sharing site.

5.20. Facility Alteration Permit Fees

A fee will be charged for FAP applications submitted by Tenants or other project initiators. The fees collected are intended to supplement the costs associated with the administration of the Facility Alteration Permit process; and are to be paid at the time of the FAP submittal.

The following table provides a summary of the PortsToronto administrative fees that are applicable to the corresponding construction value of the work related to the FAP application. For FAP applications that are within the airport’s terminal building operational area (inclusive of interior and exterior groundside and airside areas), the column identifying “FAP within BBTCA’s terminal building” is to be used to determine the application fee.

Value of Construction	Fee FAP across PortsToronto Lands	Fee FAP within BBTCA Terminal Building only
\$1 - \$50,000	\$2,250	\$2,750
\$50,001 - \$100,000	\$5,000	\$5,750
\$100,001 - \$200,000	\$7,500	\$8,500
\$200,001 - \$500,000	\$10,000	\$12,000

\$500,001-\$1,500,000	\$20,000	\$25,500
\$1,500,001 and over	\$20,000 plus \$10.00 per \$1,000 over \$1,500,001	\$23,500 plus \$10.00 per \$1,000 over \$1,500,001

At the time of application, the Applicant will be advised by PortsToronto of the need to engage the Independent Consultants, or other third-party or peer review professionals, depending on project complexity and timeframe of review.

The professional fees associated with the engagement of independent professionals by PortsToronto will be the responsibility of the FAP Applicant and are in addition to the fees identified in the table above.

As identified in Section 3.5, if a request to extend the FAP occurs after the NOP expires, an administration fee of **\$500** will be charged to the FAP Applicant.

6. INDEPENDENT CONSTRUCTION SAFETY CONSULTANT

6.1. Scope and Application

PortsToronto may retain the services of an Independent Construction Safety Consultant (ICSC) to monitor the safety performance of Contractors involved in Construction activities to verify that acceptable and reasonable standards of safety and health practices are being maintained.

The following outlines the typical process for Construction activities that would involve the review by the ICSC:

- a) During the preconstruction meeting, the ICSC will discuss a process for contractor safety audits during the course of the work.
- b) The ICSC may make random visits to the site of the Construction activities, as determined to be necessary by the ICSC, to conduct reviews.
- c) Depending on the size and complexity of the scope of the Construction activities, the ICSC may report findings of their reviews to the Contractor and PortsToronto.
- d) The ICSC may request confirmation from the Contractor that noted deficiencies are acknowledged and are corrected immediately.
- e) Where circumstances exist that may result in harm or damage, the ICSC may request immediate corrective actions prior to the continuation of the work.
- f) Where a formal review has been conducted, the Contractor Safety Audit (CSA) report will be provided to the respective Contractor.

7. INDEPENDENT CODE COMPLIANCE CONSULTANT

7.1. Scope and Application

The Independent Code Compliance Consultant (ICCC) is engaged by PortsToronto to provide independent third-party professional code compliance assessment and inspection of the fire protection and life safety aspects of Construction.

The role provided by the ICCC serves as a direct and integral part of the Permit Office for projects that have a scope relevant to a building or part thereof and as defined by the Building Code.

The role of the ICCC, when engaged directly by the Permit Office, is to perform plans examinations of the construction documents and field reviews of the Construction to verify compliance with the applicable Building Code and the applicable Fire Code including their referenced standards.

The responsibility of the ICCC is to represent the Authority Having Jurisdiction on behalf of PortsToronto for matters only of the Building Code and the Fire Code in determining compliance with respect to Construction.

In no event shall the ICCC or any action or inaction of the ICCC restrict, limit, affect, derogate from or in any way delegate to the ICCC any responsibility of a Contractor or a Tenant under this guide, a Contractor's Contract with PortsToronto, a Tenant's lease with PortsToronto or any other contractual obligation of legal duty of care or other obligation that such Contractor or Tenant has or may have to PortsToronto.

7.2. Design Review

When engaged, the ICCC will review the submitted issued for construction documents primarily for compliance of the design with fire protection and life safety provisions/requirements of the project and prepares code review comments independent of the Permit Office and submits them directly to the Applicant for written responses.

Once an agreement of these comments has been reached between the ICCC and the Applicant, the ICCC issues a Recommendation Letter for FAP approval to the Permit Office. As determined only by the ICCC, postponed or deferred receipt of specific comments and/or late agreement may be permitted. This is limited to matters involving subsequent provision of supporting information/documentation during the construction stage, such as shop drawings, system testing and certification documentation by the Contractor.

A list of the required documentation to be reviewed by the ICCC shall be determined by direct contact with the ICCC by the Applicant. All information submitted to the ICCC shall be copied to the Permit Office for its records.

The ICCC will review construction documents submitted for partial or phased Construction assessment on a case-by-case basis. A complete submission of these documents and information for each phase is necessary for a review to commence.

7.3. Construction Review

When engaged, the ICCC will conduct periodic field reviews of the work in order to verify that the Construction is in compliance with the relevant requirements of the National Building Code, with emphasis on the mandatory fire protection and life safety provisions to be completed by the Contractor prior to requesting occupancy/use.

A list of the required documentation to be reviewed by the ICCC during the Construction stage shall be determined by direct contact with the ICCC by the Applicant. All information submitted to the ICCC shall be copied to the Permit Office for its records.

Where the ICCC finds any provision of the Building Code is being contravened, the ICCC may recommend to the Permit Office that an Order to Comply be issued in accordance with this guide.

7.4. Occupancy Review

When engaged, the ICCC will attend a final inspection meeting and a coordinated occupancy demonstration when requested and confirmed in writing by the Registered Professional and the Contractor that the Construction is ready, so as to witness and verify the completion and activation of all fire and life safety systems prior to occupancy or intended use.

A list of the required documentation to be reviewed by the ICCC during the final stage of Construction shall be determined by direct contact with the ICCC by the Applicant. All information submitted to the ICCC shall be copied to the Permit Office for its records.

Only after all of the above requirements have been completed to the satisfaction of the ICCC will the ICCC provide a written recommendation to the Permit Office to issue the Occupancy/Use Permit relative to the occupancy of the work or part thereof.

8. STANDARDS FOR DEVELOPMENT AND CONSTRUCTION

8.1. Billy Bishop Toronto City Centre Airport (BBTCA)

As the aerodrome operator, PortsToronto must notify the Minister of Transport of all plans to begin new Construction or to make a change to the physical security of the airport, if the change relates to the regulatory requirements respecting passengers, aircraft, baggage, cargo or mail.

PortsToronto must submit the notice in writing, stating the date on which the Construction will begin or the change will be made and setting out a description of the construction or change and the safeguards that will be implemented to maintain security in the areas of the aerodrome that will be affected by the Construction activities.

8.2. NAV Canada

NAV CANADA must assess and approve all proposals for land use near airports and air navigation infrastructure before Construction begins to ensure that air navigation system safety and efficiency are not compromised by proposed land development.

These proposals must be submitted to NAV CANADA using their Land Use Submission Form.

Note that NAV CANADA's land use assessment assesses the impact of a proposed physical Structure as it may relate to the air navigation system. This assessment does not affect or replace approvals or permits required by Transport Canada or any other federal government department or agency; provincial or municipal land-use authorities; or any other agency.

It is solely the Applicant's responsibility to provide adequate information and make timely submittals to NAV Canada and ensuring receipt of a land use approval from the same.

8.3. Environmental Standards

Early consultation with PortsToronto staff is recommended to determine the extent of assessment required for a specific development. Staff will assist the proponent to determine whether their project is likely to be a development under the Canadian Environmental Assessment Act ("Act") and assessment requirements in accordance with the Act.

The Environmental Impact Assessment (EIA) process ensures that the proponent is aware and responsible for environmental issues raised when a project or plan is first discussed and that all concerns are addressed as a project gains momentum through to implementation.

Recommendations made through the EIA process may necessitate the redesign of some project components; require further studies; suggest changes which alter the economic viability of the project; or, cause a delay in project implementation. To be of most benefit it is essential that an

environmental impact assessment is carried out to determine significant impacts early in the project cycle so that recommendations can be built into the design and cost-benefit analysis without causing major delays or increased design costs.

To be effective once implementation has commenced, the EIA should lead to a mechanism whereby adequate monitoring is undertaken to realize environmental management. An important output from the EIA process should be the delineation of enabling mechanisms for such effective management.

Following initial review, PortsToronto may require the proponent to submit an environmental impact statement (EIS) for review and approval by PortsToronto. Staff will work with the proponent to identify all pertinent environmental issues and to prepare a scoping document that identifies and assesses the environmental effects of the project and the measures proposed to mitigate those effects.

Once a proponent has prepared and submitted the EIS, PortsToronto will conduct a technical review of the statement for adequate technical content and assessment of identified impact. If PortsToronto staff concludes from the comments of reviewers that the EIS lacks important information, the proponent will be asked to conduct additional studies or to provide additional information and to revise the EIS. The technical review process is complete when PortsToronto is satisfied that the EIS provides an accurate and clear description of the potential for environmental impacts.

The proponent is provided a document called Technical Review Comments (TRCs) that summarizes the review of the EIS and the nature of the impacts to be expected if the project proceeds. Once approval is received, the proponent has “cleared” the EIA process and may proceed to obtain any other approvals.

8.4. Security Standards

All Construction activities are to comply with regulatory requirements of the Canadian Aviation Regulations, the Canadian Aviation Security Regulations, the Aerodrome Security Measures, the Domestic Ferries Security Regulations, and any instruction or direction given by PortsToronto security personnel respecting aviation or marine security.

8.5. Construction Safety Standards

All Construction activities are to follow the “*PortsToronto Occupational Health and Safety Policy and Procedure Manual*”.



*Project Planning Approval &
Facility Alteration Permit Guide*

Appendix A-1 Project Planning Approval Application



Project Planning Application

Submit completed application form and attachments to permitoffice@portstoronto.com

Applicant Information

Contact Name: _____
Last *First*

Company Name: _____

Company Address: _____
Street Address

City *Province* *Postal Code*

Phone: _____ Email: _____

Are you an agent acting on behalf of an Operator or Tenant? YES NO

Property Location/Information

Address/Location: _____

Current Use of Subject Land/Area: _____

Proposed Development

Please provide a brief description of the proposed development including use, proposed building size (height and gross area), and/or modifications to the subject property as part of the proposed development (provide attachments as needed):

Disclaimer and Signature

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

Signature: _____ Date: _____



*Project Planning Approval &
Facility Alteration Permit Guide*

Appendix A-2 Facility Alteration Permit Application



Facility Alteration Permit Application

Submit completed application form and attachments to permitoffice@portstoronto.com

Property Location & Purpose of Application

Address/Location: _____

Proposed Work or Project Name: _____

Area of Work (m²): _____ Project Value (\$): _____

	Yes	No
FastFAP Application (refer to Section 5.5.1. of this Guide)?	<input type="checkbox"/>	<input type="checkbox"/>
New Building?	<input type="checkbox"/>	<input type="checkbox"/>
Addition to an Existing Building?	<input type="checkbox"/>	<input type="checkbox"/>
Renovation to an Existing Building?	<input type="checkbox"/>	<input type="checkbox"/>
Demolition?	<input type="checkbox"/>	<input type="checkbox"/>
Change of Use?	<input type="checkbox"/>	<input type="checkbox"/>

Proposed Work

Description of proposed work:

Applicant Information

Contact Name: _____
Last *First*

Company Name: _____

Company Address: _____
Street Address

_____ *City* *Province* *Postal Code*

Phone: _____ Email: _____



Facility Alteration Permit Application

Submit completed application form and attachments to permitoffice@portstoronto.com

Are you an agent acting on behalf of an Operator or Tenant?

YES

NO

Owner Information (if different from the Applicant):

Contact Name: _____
Last *First*

Company Name: _____

Company Address: _____
Street Address

City *Province* *Postal Code*

Phone: _____

Email: _____

Contractor Information (if different from the Applicant):

Contact Name: _____
Last *First*

Company Name: _____

Company Address: _____
Street Address

City *Province* *Postal Code*

Phone: _____

Email: _____

Submit completed application form and attachments to permitoffice@portstoronto.com

Documents Included with Application

Check as Applicable:

Plans:

<i>Architectural</i>	<input type="checkbox"/>	Project/Site Specific Safety Plan	<input type="checkbox"/>
<i>Interior Design</i>	<input type="checkbox"/>	Project Schedule	<input type="checkbox"/>
<i>Mechanical</i>	<input type="checkbox"/>	WSIB Certificate	<input type="checkbox"/>
<i>Electrical</i>	<input type="checkbox"/>	Ministry of Labour – Notice of Project	<input type="checkbox"/>
<i>Structural</i>	<input type="checkbox"/>	Ministry of Labour – Form 1000	<input type="checkbox"/>
<i>Plumbing</i>	<input type="checkbox"/>	Contractor’s Corporate Health and Safety Program	<input type="checkbox"/>
<i>Civil</i>	<input type="checkbox"/>	Copy of Project Specific Insurance Coverage	<input type="checkbox"/>
<i>Fire Protection</i>	<input type="checkbox"/>	Utility Locates	<input type="checkbox"/>
<i>IT&T</i>	<input type="checkbox"/>	Material Delivery/Waste Management Plan	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>		
<i>Other (specify):</i>	<input type="checkbox"/>	Additional Documents (specify as needed):	
<i>Other (specify):</i>	<input type="checkbox"/>		<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>		<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>		<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>		<input type="checkbox"/>
Building Code Report	<input type="checkbox"/>		<input type="checkbox"/>
Hoarding/Fencing Plans	<input type="checkbox"/>		<input type="checkbox"/>

Disclaimer and Signature

This application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
This application is accompanied by the plans and specifications prescribed by PortsToronto?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
This application is accompanied by the information and documents which enable PortsToronto (and/or an assigned third party) to determine whether the proposed building, construction or demolition will contravene any applicable law?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The proposed building, construction or demolition will not contravene any applicable law?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

Signature: _____ Date: _____



**Appendix B-1
Letter of Undertaking (Tenants)**



Letter of Undertaking By Tenant

Submit completed form to
permitoffice@portstoronto.com

Tenant Information

Contact Name: _____
Last *First*

Company Name: _____

Company Address: _____
Street Address

_____ *City* *Province* *Postal Code*

Phone: _____ Email: _____

Property Location/Information

FAP # and Project Name: _____

Project Location: _____

Project Description:

Disclaimer and Signature

The Tenant warrants that the assigned Registered Professional(s), who are licensed in the Province of Ontario, will:

- 1. Will prepare and submit project documents that meet the requirements identified by the PortsToronto Project Planning & Facility Alteration Permit Guide relative to the scope of work identified in the permit application.*
- 2. Will undertake the general review of the construction of the project via periodic site as determined to be necessary to determine the general conformity of the work with the project documents that were submitted in support of the Facility Alteration Permit.*
- 3. Will review all changes to the design documents to verify that the changes conform to the PortsToronto Project Planning & Facility Alteration Permit Guide.*
- 4. Will review and provide comments on shop drawings.*
- 5. Will complete and return to the Permit Office the Assurance of Professional Field Review form prior to the occupancy or use of the finished work being granted by PortsToronto.*

Signature: _____ Date: _____



**Appendix B-2
General Review Commitment Certificate**

Submit completed form to
permitoffice@portstoronto.com

Identification and Signature/Seal

The Tenant has agreed in a Letter of Undertaking to PortsToronto to have retained Registered Professionals in the Province of Ontario to complete, authorize and submit to PortsToronto a General Review Commitment Certificate prior to and as a prerequisite of issuing a Facility Alteration Permit.

The following Registered Professional is retained to undertake the general review of the construction of the project in accordance with the PortsToronto Project Planning & Facility Alteration Permit Guide and applicable laws and regulations to determine whether the construction is in general conformity with the plans, sketches, drawings, graphic representations, specifications and other documents that were prepared by a Registered Professional that form the basis for the issuance of Facility Alteration Permit or any changes thereto authorized by PortsToronto.

Discipline:

Architectural Mechanical Electrical Structural Fire Protection

Other (specify): _____

Professional's (Architect/Engineer) Name & Title:	Registered Professional's Signature	Affix Seal of the Registered Professional (Architect or Engineer)
Address:	Phone:	
	E-mail:	
	Date:	

Property Location/Information

FAP # and Project Name: _____

Project Location: _____

Disclaimer

The Registered Professional commits that they:

1. Will prepare and submit project documents that meet the requirements identified by the PortsToronto Project Planning & Facility Alteration Permit Guide relative to the scope of work identified in the permit application.
2. Will undertake the general review of the construction of the project via periodic site as determined to be necessary to determine the general conformity of the work with the project documents that were submitted in support of the Facility Alteration Permit.
3. Will review all changes to the design documents to verify that the changes conform to the PortsToronto Project Planning & Facility Alteration Permit Guide.
4. Will review and provide comments on shop drawings.
5. Will complete and return to the Permit Office the Assurance of Professional Field Review form prior to the occupancy or use of the finished work being granted by PortsToronto.



**Appendix B-3
Letter of Assurance of Professional Review**



Assurance of Professional Review

Submit completed form and attachments to permitoffice@portstoronto.com

Identification

A separate letter of assurance is required for each discipline that has been submitted a General Review Commitment Certificate (GRCC) in support of this FAP application. The Assurance of Professional review is to be submitted to PortsToronto after the completed review of the finished work that has been found to be ready for its intended use.

Discipline:

Architectural Mechanical Electrical Structural Fire Protection

Other (specify): _____

Company:

Name

Street Address City Province Postal Code

Phone: _____ Email: _____

Property Location/Information

FAP # and Project Name: _____

Project Location: _____

Disclaimer and Signature

I hereby give Assurance that:

1. I have fulfilled my obligation for field review as outlined in the previously submitted General Review Commitment Certificate.
2. Those components of project corresponding to the previously submitted General Review Commitment Certificate substantially comply in all materials respects with:
 - a. the applicable requirements of the PortsToronto Project Planning & Facility Alteration Permit Guide and other applicable enactments respecting safety, not including construction safety aspects, and
 - b. the plans and supporting documents submitted in support of the Facility Alteration Permit Application,
3. I am a registered professional of record as defined in the PortsToronto Project Planning & Facility Alteration Permit Guide.
4. See attached details of any outstanding work under my discipline, which is also signed and forms part of this assurance letter

Name of Registered Professional: _____

Signature: _____ Date: _____

Appendix C-1a
Hot Work Permit Application
Marine Terminal Properties & Outer Harbour Marina



Hot Works Permit Application Marine Terminal Properties & Outer Harbour Marina

Contractor (Requestor) Information

A Hot Work permit is required for a temporary operation involving open flames or producing heat and/or sparks, in an identified Confined Space or in the near vicinity of stored flammable products Hot Work includes cutting, welding, brazing, grinding, soldering, thawing pipes, torch applied roof covers, and any operation involving open flames, generating sparks or heat. A Hot Work Permit application may be required upon reviewing the Site Specific Plan and is to be completed and submitted by the Contractor to the PortsToronto Health and Safety Manager, a minimum of 5 business days prior to commencing such work.

FAP #: _____ Project Name: _____

Contact Name: _____
Last *First*

Company Name: _____

Company Address: _____
Street Address

City *Province* *Postal Code*

Phone: _____ Email: _____

Work being done by (if different from Applicant):

Contact Name (Site): _____
Last *First*

Company Name: _____

Phone (Site): _____ Email: _____

Description of Proposed Hot Works

Address/Exact Location of Work: _____

Nature of Work: _____

Date/ Time Period of Hot Work: _____



Hot Works Permit Application Marine Terminal Properties & Outer Harbour Marina

Requested by:

Signature: _____ Date: _____

Approval

Approved by: _____ Date: _____

Signature: _____

A copy of the present Hot Work Permit will be posted at the location of Hot Work during the whole duration of it. NOTE: The Hot Work Permit is valid only on the Date and the Time Period indicated above.

Hot Works Precaution Checklist (to be completed by Requestor)

General:

Available sprinkler, extinguishers and Standpipes are in service.

Fire Detection Services protected to eliminate false alarms

Equipment is in good repair

Within 10 m of work and buildings:

Flammable liquids, dust, lint and oily deposits removed

Explosive atmosphere in area eliminated

Floor swept clean

Combustible floor protected

Remove other combustibles where possible, or protect with fire-resistant material or metal shield

Fire resistive traps suspended beneath work

Combustibles on other side of walls moved away

Enclosed equipment cleaned of all combustibles

Containers purged of flammable liquids and vapours.

Fire Watch Work Area Monitoring:

Fire watch will be provided by the contractor during work and for 30 minutes afterward

Fire watch supplied with suitable extinguisher, Minimum Rating of 4A, 40BC

Fire watch trained in the use of emergency equipment and in sounding alarm

Fire watch may be required for adjoining areas, above and below

Signature

Upon completion of the Hot Work, the Hot Work Permit will be signed and returned to the Health & Safety Manager

I hereby confirm the completion of the Hot Work described above:

Signature: _____ Date: _____



*Project Planning Approval &
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**Appendix C-1b
Hot Work Permit Application
Billy Bishop Toronto City Airport (BBTCA)**



HOT WORK APPLICATION

BILLY BISHOP TORONTO CITY AIRPORT

REQUESTOR'S INFORMATION

A Hot Work permit is required for a temporary operation involving open flames or producing heat and/or sparks, in an identified Confined Space or in the near vicinity of stored flammable products, and aircrafts. Hot Work includes but is not limited to: Cutting, welding, brazing, grinding, soldering, thawing pipes, torch applied roof covers, and any operation involving open flames including the use of a BBQ, and any operations that generate sparks or heat.

A Hot Work Permit application is to be completed and submitted by the Contractor or Works Department to **the BBTCA Duty Manager at dutymanagers@portstoronto.com (tel.: 416-203-6942 ex. 17)** a minimum of **5 business days** prior to commencing such work.

Emergency Hot Work can be approved in less than 5 days if it can be verified that the work is an actual emergency and not a lack of planning.

The Contractor checks in with the BBTCA Airport Operations Communications Centre at tel.: 416-203-6942 ex. 10 on the day of the scheduled works, to have the Fire Hall dispatched to site and approve the Hot Work Permit.

NOTE: This application will become part of the Hot Work Permit once approved.

Check Applicable

FAP Hot Work: Maintenance Hot Work: Emergency Hot Work: BBQ:

FAP#: _____ Project's Name: _____

NOW# or WO#: _____ Vortex Number: _____

Contact First and Last Name: _____

Company Name: _____

Company's Full Address: _____

Phone: _____ Email: _____

Work Being Completed by:

Check if Same as Applicant:

Full Name of person on site: _____

Company Name: _____

Phone (on site): _____ Email: _____



HOT WORK APPLICATION BILLY BISHOP TORONTO CITY AIRPORT

DESCRIPTION OF HOT WORK

Exact Location of Work: _____

If Escort is Required

Full Name of Escort: _____

RAIC#: _____ If applicable – AVOP#: _____

Nature of Work:

Estimated Date and Time Work is to Begin: _____

Estimated Date and Time Work is to End: _____

Requestor's Name & Signature: _____ Date: _____
Print Name & Sign DD/MM/YYYY

APPROVAL (for use of PortsToronto Only)

BBTCA Comments:

Emergency Services Comments:

Approved By

Name & Position: _____

Signature: _____

Date: _____



**Appendix C-2
Notice of Work Form**

Contractor (Requestor) Information

*The Permit Office is required to be notified, by person to whom a Facility Alteration Permit is to be issued, of the readiness of the Contractor to start the work. The relevant **Notice of Work & Shut Down Request** shall be completed by the Contractor and submitted to the appropriate PortsToronto Business Unit for **approval prior** to the commencement of construction activities. **Minimum 48h notice** is required before any shutdown commencement.*

Check as Applicable:

FAP related Hot Work Maintenance related Hot Work

FAP #: _____ **Project Name:** _____

Contact Name (Applicant):

Last *First*

Company Name: _____

Company Address: _____
Street Address

City *Province* *Postal Code*

Phone: _____ Email: _____

Work being done by (if different from Applicant):

Contact Name (Site):

Last *First*

Company Name: _____

Phone (Site): _____ Email: _____

Description of Proposed Work

Address/Location of Work: _____

Nature of Work:



Notice of Work & Shutdown Request

Time Period of Work:

Start Date/Time _____

End Date/Time _____

Exact Location of Affected Area (description):

Groundside Airside Sterile Area Terminal Other

Note: if applicable, include a plan drawing indicating the specific area(s) affected

- Access needed (keys/FOB): No Yes; Details: _____
- Escort(s) Required: No Yes; Escorts Provided by: _____
- Number of Workers: _____
- Number of Vehicles: _____
- Fire Alarm By-Pass Required No Yes; Coordinated by: _____
- Use of crane(s) (outdoors only): No Yes; Height: _____ Coordinates: _____
- Plan of Construction Operations submitted to Transport Canada (*airfield projects and projects involving cranes*):
 No Yes

Description of Precautions to be Taken, as applicable (Risk Assessment):

** PPE requirements depend on the activity being performed, but the minimum requirements for all activities are: hard hats or bump caps, safety boots, and reflective vest.*

Shutdown Request (check all applicable boxes)

Type of Shutdown Requested:

- Fire protection or life safety system Details: _____
- Elevator/Escalator Details: _____
- HVAC Details: _____
- Electrical Details: _____
- Utilities Details: _____
- Working at heights Details: _____
- Confined Space Details: _____

Start and Duration of Shutdown Request:

Start Date and Time : _____

End Date and Time : _____

Impacts on Operations:

- Yes Description: _____
- No _____

Scope of Work and Method:

(as required, drawing of the area to be included)

Disclaimer and Signature (by Applicant)

The information contained in this application is true to the best of my knowledge.

Signature: _____ Date: _____

Accepted by Nieuport Aviation (as applicable)

Signature: _____ Date: _____

On-Site Process for Contractors doing work at BBTCA

1. Contractors **must** contact the **Duty Manager** on **416-203-6942 ext. 17**, prior to commencing any work on site, and advise the Airport Operations Communications Centre when work is complete.
2. Contractor **must** report to the Airport Operations Communications Centre to check in/register and obtain security escort (if required)
3. Contractor **must** possess a copy, paper or electronic, of approved work order while working on site and produce if/when asked.
4. Contractors **must** follow instructions outlined in the Notice of Work. Any discrepancies must be immediately escalated to Business Unit Representative whom approved Notice of Work.
5. In case of Emergency, immediately contact 416-203-1910
6. Any non-emergency incidents on site must be immediately reported to the Airport **Non-Emergency Line** 416-203-6942 ext. 10.

APPROVAL (for PortsToronto use ONLY)

Approved by: _____
designated Business Unit Representative

Date: _____

Signature: _____

- END -



*Project Planning Approval &
Facility Alteration Permit Guide*

Appendix C-3 Request for Inspection Form



Request For Inspection

Submit completed form to permitoffice@portstoronto.com

Contractor (Requestor) Information

The Contractor shall notify the Permit Office by the form(s) provided with a minimum notice of **5 business days** in advance of the date of any required inspection or any requested progress inspection.

FAP #: _____ Project Name: _____

Contact Name: _____
Last *First*

Company Name: _____

Company Address: _____
Street Address

City *Province* *Postal Code*

Phone: _____ Email: _____

Location & Inspection Type

Address/Exact Location of Work: _____

- Type of Inspection: Final Inspection
 Progress Inspection

Date and Time of Requested Inspection

Date: _____

Time: _____

Disclaimer and Signature

The information contained in this application is true to the best of my knowledge.

Signature: _____ Date: _____

Submit completed form to
permitoffice@portstoronto.com

This checklist is a summary of the final documentation required by Ports Toronto Permits Office (as applicable) for the issuance of the Occupancy/Use Permit and/or Closeout of the FAP. Note that all issued FAP's must be closed once all work is completed.

- Assurance Letter(s) of Professional Reviews (as applicable)
- Independent Code Compliance Consultant (ICCC) Occupancy Recommendation Letter
- ESA Inspection Certificate
- TSSA Certificate
- City of Toronto Public Health Clearance Letter (Food & Beverage Establishments)
- Liquor License Approval Letter
- Fire Alarm Contractors Verification Report
- NFPA 13 Sprinkler Contractors Material and Test Certificate for Sprinkler Systems
- NFPA 14 Contractors Material and Test Certificate for Standpipe Systems
- Kitchen Exhaust and Fire Suppression System Inspection Report
- Kitchen Exhaust and Fire Suppression System Engineer's Letter of Review
- Firestop System Installation Reports
- Fire Spray Application Installation Reports and Third-Party Inspection Reports
- Floor Coring Reports – Structural Review Report and Scanning Report
- Copies of all Hot Works Safety Permits Sign Off Issued under the FAP
- HVAC Air Balancing Reports
- Consultants Record Drawings (PDF and CAD)

Submit completed form to
permitoffice@portstoronto.com

The following checklist provides a summary of items that may be required to be pre-arranged in advance of the final inspection and witness testing of fire and life safety systems in the presence of the Independent Code Compliance Consultant (ICCC).

Fire Alarm System

Modifications to the fire alarm system will require a witness testing/demonstration to be completed in the presence of the ICCC. It is the responsibility of the FAP applicant to ensure that the following items have been completed in preparation:

- appropriate shut down request(s) submitted to Operations,
- advise Operations where the facility, or portions of the facility, will be on bypass and/or completing testing of the audible or visual signal devices,
- ensure that Operations is aware of any potential impacts to security doors (PSL) in the areas where demonstration testing is to be completed,
- ensure that sufficient fire alarm and electrical contractor technical staff are available on site at the time of final inspection and prepared to complete any demonstrations as required/requested, and
- ensure that proper equipment to complete the required/requested testing is available on site at the time of final inspection (i.e., smoke, ladder, for kitchen exhaust and fire suppression systems a smoke test and balloon test).

Sprinkler and Standpipe System

Modifications to the sprinkler system may require witness testing/demonstration to be completed in the presence of the ICCC. Where new systems have been installed, or existing systems have been extended, the FAP applicant should ensure that sufficient sprinkler contractor technical staff are available on site at the time of final inspection and prepared to complete any demonstrations as required/requested (i.e. flow tests).

Electromagnetic Locking Devices

Addition of or modifications to electromagnetic locking devices may require demonstration of their operation/functionality in accordance with the National Building Code (NBC). The FAP applicant is responsible to ensure that Operations/Security is provided with advance notice of the testing being completed, in addition to the items noted above with respect to the Fire Alarm System.