



Region of Waterloo
INTERNATIONAL
AIRPORT

Facility Alteration Permit Application

Region of Waterloo International Airport
1-4881 Fountain Street North
Breslau, Ontario
N0B 1M0

Original: April 28, 2015

FACILITY ALTERATION PERMIT

Scope of Permit

A Facility Alteration Permit (FAP) is required for all projects undertaken on Tenant Lease lands. The purpose of the FAP is to allow the Airport to review, provide feedback on, document, and approve projects that may impact airport operations or other areas of concern. The process also enables the Airport to track and incorporate any changes into the Airport's technical drawing database.

Any leaseholder initiating a project that involves construction (e.g. an addition or alteration of an existing facility) must submit a FAP.

A Facility Alteration Permit is required for the following:

- Any civil modifications, including the installation and alteration of underground services
- New buildings on an existing leased lot
- Exterior changes to an existing building
- Interior renovations of an existing facility
- Modifications to any perimeter fencing (e.g. configuration changes, gate installation)
- External lighting upgrades or reconfigurations

Approval Process

The Facility Alteration Permit must be approved by the Region of Waterloo International Airport before any work begins on the leased site. All requests must be submitted to the Project Manager, Airport Construction & Development, at least fifteen (15) working days prior to planned start date. All relevant drawings and construction schedules should be included with the FAP submission.

Note: *The approval process may take additional time depending on the project's complexity.*

Codes and Guidelines

Development at the Airport may require the project lead to consult the following documents:

- The Region of Waterloo Construction Safety/Operations Plan (available from Airport Operations)
- Transport Canada/NAV Canada Guidelines (where applicable)
- Ontario Occupational Health and Safety Act / Canada Labour Code Part II
- Ontario Building Code or National Building Code
- Ontario Fire Code or National Fire Code
- Environmental Codes and Practices (where applicable)
- Region of Waterloo Design Guidelines for Municipal Services

Note: Additional codes and guidelines not mentioned above may apply to individual projects and should be followed accordingly.

Facility Alteration Permit (Please Print)

Project Name:		
Applicant Information	General Contractor Information	
Applicant Name:	Contractor Name:	
Company Name:	Company Name:	
Address:	Address:	
Telephone:	Telephone:	
Mobile:	Mobile:	
Email:	Email:	
Has the lease holder been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applicant is the lease holder		
Name: _____ Date: _____		
Project Site Superintendent or 24/7 Emergency Contact		
Name: _____ Telephone: _____ Cell: _____		
Location of Work: (Lot #/Hangar #)		
Description of Work:		
Planned Start Date:		Planned End Date:

<p>Will the work be phased due to operational issues or seasonal construction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Provide description of phasing if applicable:</p>
<p>Value of Construction: \$</p>
<p>Will the work require connection to any utilities (gas, water, hydro, sanitary)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Will the project require the use of a crane or lifting device? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please list and include all drawings and construction schedules that will accompany this application:</p>
<p>Permits required:</p> <p>Building Permit <input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Electrical Permit <input type="checkbox"/> Storm Water (GRCA) <input type="checkbox"/></p> <p>NAV Canada Review <input type="checkbox"/></p>

APPLICANT

Authorized Signatory

Date of Application (MMM-DD-YYYY)

Name & title of person signing on behalf of Applicant/Company