



VANCOUVER INTERNATIONAL AIRPORT

FAP #

# FACILITY PERMIT APPLICATION

**Beyond, Every Day.**

**PROJECT NAME:** \_\_\_\_\_

Applicant's Legal Name: \_\_\_\_\_

Applicant's role: \_\_\_\_\_  Leaseholder  Authorized agent  YVRAA employee

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Development Permit (number): \_\_\_\_\_

Estimated Value of work: \_\_\_\_\_

Area of Construction (m<sup>2</sup>): \_\_\_\_\_

Proposed use \_\_\_\_\_

Location of Work: \_\_\_\_\_

Description of Work: \_\_\_\_\_

- This application is for:
- New Building/addition
  - TI in a terminal building
  - TI in other building
  - Civil (non-building) work

Duration of construction: \_\_\_\_\_

Proposed Hours of work: \_\_\_\_\_

YVR Capital Project #: \_\_\_\_\_

Building-Related Hazardous Exposures Management Program-Request for Information (BRHEMP-RFI) submitted to YVR Contractor Safety [contractor\_safety@yvr.ca].  Yes  No

## NAME OF INDIVIDUAL RESPONSIBLE FOR DESIGN OF PROJECT (CRP)

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

## GENERAL CONTRACTOR

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor pre-qualified to work at the airport:  yes pre-qualification date: \_\_\_\_\_  no

**DOCUMENT LIST**

**FAP #**

The following documents must be submitted with the application. All documents must be submitted in both hard copy an electronic form. Documents noted as “To follow” must be received before the facility permit will be issued.

Document	Attached	To Follow	Not Applicable
<b>Orientation Drawing.</b> An 8.5 x 11in plan showing the location and extent of the construction.			
<b>Design Drawings.</b> Six (6) full size (A0) copies of the final design. This must include sufficient detail to demonstrate compliance with the code requirements. At least two of the copies must be signed and sealed by the registered professional responsible for the design. <b>For third party applications</b> an additional third (3 <sup>rd</sup> ) signed and sealed copy is required and will be returned to the applicant upon issuance of permit. <i>NOTE: Full size drawings may not be applicable to smaller projects if agreed to by Engineering Services Department- Permits division.</i>			
<b>CAD drawings.</b> The CAD drawings prepared in AutoCAD or Microstation or other acceptable format must be submitted with the application. The CAD drawings should be prepared in accordance with the CAD design specifications (Available from Engineering Services). <i>NOTE: Not applicable to small projects if agreed to by Engineering Services Department- Permits division)</i>			
<b>PDF copy of drawings</b> each sheet a separate file			
<b>Drawing list.</b> In Excel format			
<b>Project directory (designers)</b> – A directory of designers, and others who are involved in the design. This should include company names, contact person, mailing address, phone numbers, fax or email address and cell phone numbers. <i>NOTE: Only applicable if more than one registered professional is involved in design)</i>			
<b>Letters of Assurance-</b> from each of the Engineers of Record responsible for the design. (For projects without building code issues, an MFP from the applicant will be accepted instead of the letters of assurance)			
<b>Proof of professional liability insurance</b> for the professional designers			
<b>Project directory (contractors)</b> - contractors, sub-contractor, and others involved in the construction of the project.			
<b>Proof of insurance document</b> for the general contractor.			
<b>Proof of WCB coverage</b> for the general contractor			
<b>Fire protection checklist</b> (FP1 if applicable)			
<b>Construction fire safety plan</b> (if required by the fire protection checklist)			
<b>Environmental Checklist</b> (ENV1 and ENV2 as appropriate)			
<b>Operations Checklist</b> (OPS1, OPS2, and/or OPS3 as appropriate)			
<b>Permit fee and deposit</b> <i>NOTE: This applies to 3<sup>rd</sup> party applications only</i>			

**\*Incomplete applications will not be accepted.\***

The undersigned assigns to and gives Her Majesty the Queen in the right of Canada ("Her Majesty") and Vancouver International Airport Authority (the "Authority") an irrevocable license to use the drawings, plans and specifications for the purpose of the Work or for any alterations to the Work and the undersigned expressly agrees that Her Majesty and the Authority shall not be held responsible for any costs or expenses incurred or to be incurred in connection with their preparations or subsequent use by Her Majesty or the Authority and that Her Majesty and the Authority are entitled to use them for any purpose related to the Work at any time without any further consent or payment.

**INDEMNITY AND RELEASE**

In return for the *Airport Authority* considering this application, the *applicant* hereby releases and discharges and shall forever hold harmless the *Airport Authority*, and its directors, officers, employees and agents from and against any and all claim or claims, action or actions, cause or causes of action, demands, costs, losses, damages and expenses which the *applicant* or any other person or persons whatsoever may at any time hereafter have or incur for and in respect of or in any way arising in whole or in part out of the rendering or failure to render any services by the Airport Authority, or by any one or more of its directors, officers, employees, or agents, in relation to the issuance, waiver, or failure or refusal to issue a Development Permit, a *Facility Permit*, or *Occupancy/Use Permit* for the Project.

This release and indemnity supersedes and shall be effective notwithstanding any previous written or oral agreement between the *applicant* and the Airport Authority to the contrary.

**RULES AND REGULATIONS**

In return for the Airport Authority considering this application, I agree that I as well as all of my employees, consultants and contractors are bound by the requirements and conditions of the *Vancouver Airport Authority Construction and Development Bylaw* and all referenced rules, regulations, codes and standards.

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**APPLICANT**

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**Authorized Signatory**

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**Name and position of person signing on behalf of Company (print)**

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**Date of Application**

**NOTES:**        This application form must be signed by an authorized signatory of the *applicant*.  
 All italicized words in this form have the meaning ascribed to them in the *Vancouver Airport Authority Development Rules* unless otherwise indicated.