

Permit #



VANCOUVER INTERNATIONAL AIRPORT

# FACILITY PERMIT APPLICATION

Beyond, Every Day.

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

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

Applicant's role:  Leaseholder  Authorized agent  VAA employee

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

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

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

Development Permit issued (date): \_\_\_\_\_

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

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

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

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

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

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

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

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

This application is for:

- New Building/addition
- TI in a terminal building
- TI in other building
- Civil (non-building) work

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

**NAME OF INDIVIDUAL RESPONSIBLE FOR DESIGN OF PROJECT (Coordinating Registered Professional)**

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

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The following Documents listed below are required prior to permit approval. Already checked items must be provided at application submission. Please check additional items being provided.

Documents can be found at <https://www.yvr.ca/permits>

<input checked="" type="checkbox"/>	<b>Application form:</b> Completed Vancouver Airport Authority application form signed by authorized signatory
<input checked="" type="checkbox"/>	<b>Orientation Drawing:</b> A separate 8.5 x 11in plan view (birds eye view) for the purpose of showing the location and extent of the construction.
<input checked="" type="checkbox"/>	<b>PDF files of drawings:</b> When registered professionals are completing design, it is preferred that PDF files provided are digitally sealed through Notarius or other methods in compliance with AIBC/EGBC requirements (see VAA Digital Seal Requirements document). Files are to be provided as bundled pdf files by discipline. After approval, along with the CAD files we require individual .pdf files with drawing list (see below)
<input checked="" type="checkbox"/>	<b>Drawing list:</b> Drawing list to be provided in an Excel format on VAA template and represent the individual .pdf files provided. <i>(Not required if under 5 drawings)</i>
<input type="checkbox"/>	<b>CAD drawing file:</b> For projects involving registered professionals, CAD files prepared in AutoCAD or Microstation or other acceptable format must be submitted. The CAD drawings should represent the permit drawings be prepared in accordance with Vancouver Airport Authority's CAD design specifications (Available from Engineering Services). These must include all reference files and be zipped into a single folder to be forwarded through file transfer to <a href="mailto:permits@yvr.ca">permits@yvr.ca</a> after approval
<input checked="" type="checkbox"/>	<b>Letters of Assurance:</b> Digitally sealed PDF files following AIBC/EGBC guidelines are preferred but original wet signed/sealed from each of the Engineers of Record responsible for the design will also be accepted if digital sealing is not available <b>For projects that do not require a registered professional</b> an MFP document from the applicant will be accepted instead of the professional letters of assurance.
<input type="checkbox"/>	<b>Paper Copies:</b> If design documents are not digitally sealed, then original signed and sealed documents must be provided. All projects may be requested to provide paper copies to facilitate review of the project.
<input type="checkbox"/>	<b>Project directory-Designers:</b> (Only applicable if more than one registered professional is involved in design) A directory of designers, and others who are involved in the design. This should include company names, contact person, mailing address, phone numbers, email address and cell phone numbers.
<input type="checkbox"/>	<b>Proof of professional liability insurance:</b> for the professional designers (if involved).
<input checked="" type="checkbox"/>	<b>Environmental Checklist:</b> (provide ENV1 and ENV2 as appropriate)
<input checked="" type="checkbox"/>	<b>Operations Checklist:</b> (provide OPS1, OPS2, and/or OPS3 as appropriate)
<input checked="" type="checkbox"/>	<b>Information Communication Technology:</b> Checklist (provide ICT checklist for all projects)
<input checked="" type="checkbox"/>	<b>Fire protection checklist</b> (provide Fire Protection during Construction checklist)
<input type="checkbox"/>	<b>Electrical Infrastructure Change Request form</b> (if electrical work is being performed)
<input type="checkbox"/>	<b>Construction fire safety plan</b> (if required by the fire protection checklist)
<input type="checkbox"/>	<b>3<sup>rd</sup> party permit costs</b> (Permit fee and deposit required prior to approval)

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

## LICENSE TO USE PLANS AND SPECIFICATIONS

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The undersigned assigns to and gives His Majesty the King in the right of Canada ("His Majesty") and Vancouver 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 His 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 His Majesty or the Authority and that His 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 supersede 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 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 (please print)**

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**Authorized Signatory**

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

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**Date of Application**

**NOTE:** 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.