



VANCOUVER
INTERNATIONAL
AIRPORT

Beyond, Every Day.

Permit #

FACILITY PERMIT APPLICATION

PROJECT NAME: _____

Applicant's Legal _____

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 (m²): _____

Proposed use _____

Location of Work: _____

Duration of construction: _____

Proposed Hours of work: _____

YVR Capital Project #: _____

Description of Work: _____

Building-Related Hazardous Exposures Management Program-Request for Information ☐ Yes
(BRHEMP-RFI) submitted to YVR Contractor Safety [contractorsafety@yvr.ca]. ☐ 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>

Any questions please feel free to email us at: Permits@yvr.ca

<input checked="" type="checkbox"/>	Application form – Completed Vancouver Airport Authority application form signed by authorized signatory
<input checked="" type="checkbox"/>	Orientation Drawing. 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"/>	PDF files of drawings. 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).
<input checked="" type="checkbox"/>	Drawing list (.pdf files). Drawing list to be provided in Excel format on VAA template <i>(not required if under 5 drawings)</i>
<input type="checkbox"/>	CAD drawings: For projects involving registered professionals, CAD files prepared in AutoCAD or Microstation or other acceptable format must be submitted prior to approval. The CAD drawings should be prepared in accordance with Vancouver Airport Authority's CAD design specifications (Available from Engineering Services) and include all reference files and be zipped into a single archive file. If REVIT files are available, please provide.
<input checked="" type="checkbox"/>	Letters of Assurance- 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 For projects without building code issues a PDF copy of the MFP document from the applicant will be accepted instead of the letters of assurance.
<input checked="" type="checkbox"/>	Design Drawings One (1) hard copy final design drawing set is to be provided. The drawing set must be easily legible and include sufficient detail to demonstrate compliance with the code requirements. If the provided PDF files are not digitally sealed these must be wet signed and sealed by the registered professional responsible for the design.
<input type="checkbox"/>	Project directory-Designers (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"/>	Proof of professional liability insurance for the professional designers (if involved).
<input checked="" type="checkbox"/>	Environmental Checklist (provide ENV1 and ENV2 as appropriate)
<input checked="" type="checkbox"/>	Operations Checklist (provide OPS1, OPS2, and/or OPS3 as appropriate)
<input checked="" type="checkbox"/>	Electrical Infrastructure Change Request form (if electrical work is being performed)
<input checked="" type="checkbox"/>	Fire protection checklist (provide Fire Protection during Construction checklist)
<input type="checkbox"/>	Construction fire safety plan (if required by the fire protection checklist)
<input type="checkbox"/>	3rd party permit costs (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 Her Majesty the Queen in the right of Canada ("Her 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 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 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 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.

APPLICANT (please print)

Authorized Signatory

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

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.