

## FREQUENTLY ASKED QUESTIONS

### 1. Is a permit required to have work done at the Airport?

Yes. A Facility Alteration Permit (FAP) is required from ADM for any building construction or alteration work to be undertaken at Dorval or Mirabel airports.

### 2. Is there a form to fill out to apply for the permit?

Yes. The applicant must complete and sign the *Facility Alteration Permit (FAP) Application* form and submit it via email to the Facility Alteration Permit Office (FAPO), at [permis@admtl.com](mailto:permis@admtl.com). The application can be made by the leaseholder who is requesting the permit or by the registered professional (architect or engineer) mandated by the owner.

### 3. How to determine if the project is subject to the LEI Impact Assessment Act, ENVIRONMENTAL REQUIREMENTS?

Some projects are subject to the Impact Assessment Act (LEI) refer to document *DOC-0016 Exigences environnementales pour les permis* or contact the Sustainable Development Environment department directly by email at [developpement.durable@admtl.com](mailto:developpement.durable@admtl.com).

### 4. How long does it take for the permit to be issued?

All permit application documents received are forwarded to ADM's professionals for review, which requires 10 working days. Following that period, official comments are issued.

### 5. How much does the permit cost?

The cost of the permit is calculated based on the fee schedule, and the amount is payable before issuance of the permit. No work may begin until the permit is issued, and the permit must be posted on the worksite at all times.

### 6. Do plans or drawings have to be provided with the permit application?

Yes. The applicant must submit to the FAPO all plans and drawings, duly signed by an architect and/or engineer registered as such by the Québec professional order of architects and/or order of engineers.

**7. Are there restrictions as to the hours of work?**

The hours of work will be determined based on the type of work to be executed, the location of the work, and the resulting noise level.

**8. Do workers need access cards?**

Yes, if the work is in controlled-access restricted areas .

**9. Is a security escort needed?**

All employees working in restricted areas must be escorted by ADM-accredited security officers, and must be visible to the officers at all times. If work is taking place on two floors at once, officers must be posted on each worksite. The list of ADM-accredited security agencies is available upon request.

**10. Are there specific rules for crane work?**

For any work performed with a crane, authorization must be obtained from ADM before proceeding.

**11. Who should be contacted to locate underground conduits?**

- **Info-excavation** : (514) 286-9228;
- **ADM** : complete the service request form for maintenance of ADM installations and send it to [planificationentretien@admtl.com](mailto:planificationentretien@admtl.com);
- **NAV CANADA** : requests to locate cables belonging to **NAV CANADA** will be processed via a request sent to Info-Excavation.

**IN CASE OF MAJOR PROBLEM**, you can contact the following person by email: [localisation@navcanada.ca](mailto:localisation@navcanada.ca) or Tel. : 514-633-3695.

- **CAFAS/FSM** : attention Francisco Calero : [fcalero@fsmgroup.ca](mailto:fcalero@fsmgroup.ca).

It should be noted that any excavation on ADM territory must be preceded, among other things, by a location request from ADM services. The electrical contractor (and civil, if applicable) who will do the work must **coordinate the location of existing electrical services belonging to ADM and the padlocking of circuits, if applicable, with the Planning and Maintenance of ADM facilities** [planificationentretien@admtl.com](mailto:planificationentretien@admtl.com), telephone (514) 633-2911, 8h00 am – 4h00 pm during the week. **Note that a delay of 72 working hours (minimum) is to be expected.** The request (form annexed to the FAP) by email must include a plan (PDF format) of the work area, the details of the required intervention and the contact details of the work manager.