



FACILITY ALTERATION PERMIT (FAP) GUIDE

Facility Alteration Permit Office (FAPO)

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Table of contents

INTRODUCTION.....	3
1. Contact the facility alteration permit office.....	3
2. Complete the application form to obtain an FAP	4
3. Qualification of contractors in terms of health and safety	5
4. Other required documentation	5
5. Required technical standards.....	6
5.1 Environment.....	7
5.2 Asbestos	7
5.3 Telecom	8
5.4 Antenna.....	8
5.5 Camera	8
5.6 Fire prevention verification.....	8
5.7 NAV Canada approval.....	8
6. Consultation duration of FAP	8
7. Progressive (partial) permit.....	9
8. Fees and deposits.....	9
9. Start of construction project.....	9
10. Occupancy permit – Closing of the permit	11
11. As-built drawings	12
12. Final notes	12
13. Reference documents available on request from ADM	12
14. List of Appendix	12

INTRODUCTION

Aéroports de Montréal (ADM) has a construction permit issuance process called the process for obtaining a Facility Alteration Permit (FAP). A facility alteration permit (FAP) is required for any construction, demolition or alteration carried out on the property under ADM's responsibility. This includes the buildings and land administered by ADM and located on the sites of YUL, Montréal-Trudeau International Airport, and YMX, the International Aerocity of Mirabel.

In order to find out if a permit is required for your construction project, contact ADM's facility alteration permit office (FAPO) by email: permis@admtl.com for support throughout the process.

This document is intended as a guide to the issuance of permits process. For full requirements, please see the "Land Development and Building Regulations" and the "Development Rules". Should there be a conflict between the regulations, the various rules and this document, the requirements described in the regulations and the rules will apply.

Prior to applying for an FAP, the applicant must contact the facility alteration permit office to review the process and identify the documentation required to complete the project.

For all construction project, plans and drawings must be produced by professionals authorized in Québec who will be responsible for them and who will have to monitor the site to ensure that the construction respects the plans. An FAP application form must always be completed.

The documents relating to an FAP request must be submitted to the facility alteration permit office and will be distributed to all ADM stakeholders who must study the construction plans. This includes various ADM departments as well as external organizations, if applicable, responsible for ensuring that the plans comply with applicable codes and standards. The facility alteration permit office will determine the required fee for the FAP analysis, and these must be paid during the application consultation process. No construction is permitted before an FAP is issued. The FAP must be posted on the construction site and all the conditions specified in the permit must be respected.

Certain specific requirements must be met for any construction on the terminal site due to the safety and security of the site as well as the airport and commercial activities taking place there.

During the construction work, the professionals authorized by the applicant must carry out site visits to validate the compliance of the work with the plans and drawings they have issued.

The facility alteration permit office may carry out site visits to verify the compliance of the work.

Once the project is completed, the required documents attesting to the completion of the work must be sent to ADM. The professionals authorized by the applicant must carry out their final visits and the facility alteration permit office must do the same. Once all the conditions for occupancy of the premises have been met, the facility alteration permit office may recommend the occupancy of the premises. In the case of a business in the YUL terminal, it can only accommodate the public after the facility alteration permit office has issued a permit to occupy the premises.

1. Contact the facility alteration permit office

Please contact the facility alteration permit office by email: permis@admtl.com, to determine if your project requires submitting a permit application.

If your project requires an FAP, the facility alteration permit office will send you a permit reference number and the facility alteration permit office-101 form in order to submit your request.

The facility alteration permit office can tell you which supporting documents should be submitted with your facility alteration permit office-101 form (e.g.: engineering plans, permit from a third party, authorization from ADM's commercial-real estate services, etc.).

Requirements during long lead times

In some cases, there could be significant benefits for other entities to begin the study before the FAP application is ready to be submitted. The type of projects for which it is recommended to start the study before submitting an FAP application include projects that require NAV Canada to carry out a study (this includes any project for which a crane must be authorized for the start of the construction work).

2. Complete the application form to obtain an FAP

To submit an FAP application, you must complete the facility alteration permit office application form facility alteration permit office-101 as well as any other document requested by the facility alteration permit office.

The facility alteration permit office-101 FAP application form must be completed and signed by the applicant and then sent to the facility alteration permit office by email.

Forms improperly completed will not be accepted and will be returned to the applicant for completion.

FAP application form (facility alteration permit office-101)

Here is a comprehensive explanation of some of the elements of the FAP application form:

Explanation for completing section 1 of the FAP application form:

1. **Project title:** Please give an explicit title to your project to have a description when reading it.
2. **Name of ADM leaseholder:** Name of company or organization renting premises or land from ADM.
3. **Name and first name of applicant:** Name and first name of the main project manager of this application with whom ADM will communicate throughout the FAP application.
4. **Company and role of the applicant:** Name of organization for which the applicant works and the role that they occupy.
5. **Telephone and email of applicant:** Telephone and email of the principal project manager of this application with whom ADM may communicate during the project.
6. **Applicant's billing address:** This address will be used to issue the FAP invoice.

The invoice includes service fees from ADM professionals for permit study and construction deposit fees (reimbursed upon receipt-validation of as-built plans in DWG-Revit format and work compliance letters). The fees are established in point 7. Estimated project value.

See ADM document « Fee schedule for obtaining a building permit at ADM Dorval and Mirabel ».

7. **Estimated project value:** The applicant must provide the estimated value of the construction work. This value must reflect the current monetary value of the plans, facilities, construction, furnishings, equipment, and materials provided at the time of FAP request.

See ADM document « Fee schedule for obtaining a building permit at ADM Dorval and Mirabel ».

8. **Proposed use:** Shop, office, storage, restaurant, computer room, telecommunication or other.
9. **Location of work:** Room/building number and/or physical address of work.
10. **Regulation of the area:** Indicate whether, according to the information in your possession, the work is in a regulated or non-regulated area, airport patrol-wise.
11. **Description of work:** The description of work must describe as completely as possible the work that will be carried out under the FAP.
12. **Estimated duration of work:** If the start date of the work has been planned, it must be mentioned here as well as the planned duration of the work.
13. **Hours of execution of requested work:** The time slot during which the work will be carried out in order to specify whether it is daytime or nighttime work, subject to ADM's approval.

3. Qualification of contractors in terms of health and safety

Contractors carrying out construction work at the airport must comply with the health and safety requirements issued by the airport administration in ADM's construction site regulations. To ensure that contractors are aware of the requirements and have been informed of how to carry out work at the airport, it is required that contractors attend an awareness session by the Health and Safety Services. For information about the program, please contact the Construction Health and Safety Services.

Construction health and safety

ADM and the Health and Safety Services are responsible for reviewing construction safety.

4. Other required documentation

As part of an FAP application, the applicant must provide, depending on the nature of the project, the following documents, but not limited to:

- Demolition plans;
- Architectural plans including layout, sections, elevations, and 3D perspectives;

- Electrical and telecommunications plans;
- Mechanical plans;
- Structural plans;
- Public address (PA) plans.

Drawings for documentation requirements by ADM are specified below.

Provide documents relating to plans and various certificates

For all projects, full plans, and documents “emitted for permit” must be submitted. These must be prepared, signed, and sealed by a professional authorized in Québec.

The documents relating to the plans must include all the documentation sufficiently detailed to demonstrate that the work will comply with the applicable standards and codes. Since the airport is under federal jurisdiction, the National Building Code of Canada, and not the Québec Building Code, is the code that applies to building construction. The edition of the code on which the design of the plans is based must be specified on the plans. It is also important to note that it is ADM’s policy to ensure access for people with disabilities and travelers and any leaseholder is required to comply with this requirement in the addition to the requirements of the National Building Code.

5. Required technical standards

In order to ensure the uniformity, integrity and safety of airport equipment and facilities, the Engineering and Construction Standards issued by ADM serve as a guide for the preparation of plans and drawings. These requirements apply in addition to existing codes in each of the architectural and engineering fields. In addition, refer to ADM’s Landscaping Codes to find out the specific requirements of the area where the work is being carried out.

The number of copies of the design documents of the plans required is indicated in the appropriate checklist of the tender document. Documents must also be submitted electronically in Revit and/or AutoCAD format, in addition to a copy in PDF format. A spreadsheet, in which a list of plans is provided, must be included in the electronic plans. This spreadsheet must include a column for the name of each electronic document, a column for the number of each plan and another column for the title of each plan. Electronic copies should be emailed to the facility alteration permit office.

In addition to the plan design documents, the professionals responsible for the plan design must sign confirmations guaranteeing that they take responsibility for having designed the plans for the project in accordance with code requirements and that they undertake to carry out site visits during construction. It is important that the instructions in the certificates are followed carefully (including the requirements regarding initialling). Project names and addresses must be the same on all project certificates. All official comments issued by ADM professionals must be incorporated into the plans and drawings submitted.

Sealed electronic documents are acceptable. The electronic seal must be done in accordance with the practices recommended by the relevant professional association. The airport authority recommends that sealed electronic documents be sent by email to permis@admtl.com

Location plan

Any request to obtain an FAP must include a location plan on an 8,5 x 11-inch sheet indicating the location and extent of the proposed work.

5.1 Environment

ADM is committed, through its Environmental Policy, to comply with applicable regulations and to maintain environmental performance and ensure sustainable development. During alterations to the facilities or during a new construction, the applicant, including its subcontractors, must comply with all applicable environmental laws without limitation, regarding atmospheric pollution, protection of watercourses, sound management of soil and groundwater, management of residual materials and hazardous materials, reduction of bird hazard and site disturbance during work.

The applicant will obtain, at his own expense, from the appropriate authorities, all permits, and authorizations required for the alteration of the facilities, the new construction and/or the operation of the new activities. The notion of permit and authorization also refers to the certificates and requests for authorization required by the Québec Environment Quality Act, to the conclusion of an agreement for the discharge of industrial wastewater with the municipal authorities concerned, or any other similar requirement.

The work must be done in such a way as not to constitute a nuisance for the adjacent occupants of the premises or for the public. The applicant must ensure that all its equipment is in good condition and in good working order. ADM encourages the applicant to favor construction and equipment that reduce environmental impacts. LEED (« Leadership in Energy and Environment Design ») projects and equipment or products with environmental certification such as Energy Star and FSC (« Forest Stewardship Council ») are strongly encouraged.

Mitigation measures for environmental impacts or risks must be planned and documented. Activities with significant environmental aspects may be subject to specific requirements or recommendations.

5.2 Asbestos

The facility alteration permit office will notify you if the required work is in an area that could potentially contain asbestos. In the case of work likely to emit asbestos dust (installation, removal, handling, sawing, cutting, profiling, drilling of materials containing asbestos), the applicant must submit to ADM a work method considering the level of work risk (low, moderate, or high) as provided for in the Safety Code for construction work, RRQ, c. S-21, R.6, subsection 3.2.2. To do this, the applicant must obtain the opinion of a firm specializing in the treatment of asbestos regarding the work proposed on the plans and drawings. The applicant must either submit a letter from a firm specializing in asbestos work attesting to the control of the risks of exposure to asbestos dust for the work described in the plans and drawings or submit with the plans and drawings an appropriate procedure for work in the presence of asbestos, all to ADM's satisfaction.

5.3 Telecom

To have access to the telecom rooms, you must make a request to the facility alteration permit office which will coordinate the request with ADM's IT department, at least 72 hours in advance.

5.4 Antenna

For any project requiring the addition of antennas (e.g., parabolic antenna for cable TV satellite reception, VHF antenna, etc.), the applicant must consult the guide's appendix H. It should be noted that any addition antenna must also be approved by NAV Canada in advance.

5.5 Camera

Any request to install a camera must be sent to the facility alteration permit office which will coordinate the request with *Airport Patrol* so that they can give their authorization. Also, the following points must be taken into consideration when choosing the positioning of the cameras:

- The framing of remote surveillance images must point towards the interior of the business.
- The positioning of the remote surveillance cameras can be outside the business. Viewing angles should primarily cover commercial displays and minimize coverage of public areas.
- Considering the questions raised on the information security of HYKVISION brand cameras, their installation is not recommended.

The positions and angles of view can be inspected once the construction is complete to validate compliance.

5.6 Fire prevention verification

If « hot work » is required, the contractor must first contact the OCC-Operations Control Center (514) 420-5004 to obtain a « Hot work permit ».

5.7 NAV Canada approval

Any project that could affect the Instruments Landing System (ILS) requires approval from NAV Canada. NAV Canada's approval process is called Land Use Proposal Process. Details of the process are described on the NAV Canada website (www.NAVcanada.ca); click on Land Use Proposal.

Airside projects near the ILS or glide path may require a lengthy study process and, in some cases, if there is concern that the development may impact navigation systems, mitigation measures may be required. Consequently, the airport administration recommends that this study process be initiated as soon as possible.

6. Consultation duration of FAP

Once the application for obtaining an FAP has been submitted, it will be sent to various internal examination organization. These include various airport services and sometimes consultants who help to study the demand. At this point, one of the review organizations may contact the applicant directly for more information. Any additional documentation

provided to a reviewer should also be provided to the facility alteration permit office at permis@admtl.com.

The consultation process is carried out over a period of ten (10) working days. At the end of this period, ADM will issue the permit or official comments/additional requests will be issued on the documents provided for review. For any subsequent documentation, the documents will be analyzed as soon as possible.

Upon receipt of agreement from all ADM professionals and upon receipt of signed and sealed «Issued for construction » plans in PDF and DWG format, the permit is issued in the name of the applicant. There may be conditions attached to the permit and the permit is only valid if these conditions are met.

7. Progressive (partial) permit

In some cases, the airport authority may issue a progressive permit or a partial permit. This can happen when it is important to start construction work, although part of the plans is not finished, or additional information is needed for the study. In these cases, the general design must be sufficiently complete to demonstrate that is generally up to code and the plans for the part for which the partial permit application is made must be completed. In general, only one progressive permit will be considered and one of the conditions of the progressive permit will be to submit all documents within a reasonable time. If an applicant is considering applying for a progressive permit, they should mention this well in advance. In all cases where there is a progressive permit, all construction work carried out before the issuance of a final permit will be at the risk of the applicant.

8. Fees and deposits

The fees associated with obtaining an FAP must be paid for all construction work carried out at the airport and the amount of these fees depends on the value of the construction project.

Appendix C is the fee guide and is attached to this document. In addition to the fees associated with the application, all applicants must pay a refundable deposit. The refundable deposit will be held until the project is complete and all requirements for use and occupancy of the premises are met. All service charges will be taken from the deposit before it is refunded.

9. Start of construction project

No construction is permitted before the FAP is issued. The FAP should be posted in a prominent location at the construction site. It is important that all the conditions included in the permit are carefully respected. Failure to comply with the conditions included in the permit could result in the issuance of a « construction site closure ».

At all times, the contractor must keep on site a copy of the signed and sealed construction plans, as submitted for the issuance of the FAP.

Changes to the plans must be signed and sealed by the authorized professional and submitted the facility alteration permit office for analysis. If changes have an impact on other aspects of the application form for obtaining an FAP or any other supporting document, these changes must be submitted in writing to the facility alteration permit office

(this includes any change that has an impact on the answers provided on a check list, the time frame of the work and the estimated value of the work).

The professionals who participated in the design of the plans must carry out site visits, keep a record of all their visits and of any action resulting from these visits. On request, the facility alteration permit office must be able to access this register to read it. Occasionally, during construction, the facility alteration permit office officials may carry out site visits and present recommendations.

Minor changes to plans that do not affect safety should be noted in as-built plans to be submitted at the end of the project. It is recommended to record these changes daily on the plans kept on site and to notify the facility alteration permit office.

Kick-off meeting

A project kick-off meeting must take place before the start of the work. All relevant stakeholders will be invited to attend this meeting and start date will be confirmed. The applicant and his contractor must be present at the kick-off meeting.

Beginning of work

In addition to the conditions included in the FAP, all contractors must follow the requirements described in ADM's site regulations as well as any other construction requirements at the airport. Inside the terminal buildings, this includes carrying out the work while minimizing the impact on airport operations or passengers in the terminal building during peak periods and times, as much as possible.

Health and safety responsibilities

Prior to the start of construction, the airport authority safety representative requires that all contractors meet with Airport Authority Construction Safety Group personnel to discuss safety practices and how these will be applied during the project.

In accordance with chapter S2.1 of the Health and Safety Law, the contractor or applicant who obtains the FAP (facilities alteration permit) will become « Project Manager » within the meaning of the law with all the obligations and responsibilities attached to this situation and this, without liability for Aéroports de Montréal.

Security escorts at applicant's expense

All personnel performing work in controlled areas must always be escorted by agents accredited by ADM. Contractors must use the services of a security agency whose task is to supervise the site and must comply with the directives and instructions of the agents of the agency and the security personnel and assume the costs thereof. The list of accredited security agencies is provided in Appendix D and the facility alteration permit office will act as a facilitator with airport patrol to properly identify the security escort services required.

Environment

Typical requirements for environmental protection during construction include a waste management plan, sediment control plan, and spill response plan. The Environment department may request updates to these plans during the work and may visit the site to verify that the implementation and maintenance of these plans are adequate.

All directives formulated by our Environment department must be applied. In the event of a spill or if the presence of contaminated soil is suspected, the supervisor must immediately notify the environmental service at (514) 420-5088.

Safety of airside operations and work with construction cranes

When working on airside or doing work involving a crane, aerial work platform or lift, you must send your request to the facility alteration permit office which will coordinate your request by contacting the airside project coordinators. You cannot start the work without having obtained an authorization.

Service request to the maintenance group

For any service request to the maintenance group, the applicant or his contractor must complete the form in Appendix E and send it to the « Maintenance planning » department before carrying out the work (alteration/repair of infrastructure, lockout request), in order to ensure the coordination of requests as well as the transmission of complete information to all stakeholders during the execution of the project. The contractor must complete the « Service request for maintenance of ADM installations » form and send it to planificationentretien@admtl.com 72 hours before the work starts. A copy of this request must also be sent to the facility alteration permit office.

10. Occupancy permit – Closing of the permit

At least five (5) working days before the occupancy of the premises or the opening of the premises to the public, a written notice must be submitted by email to the facility alteration permit office (permis@admtl.com). At this time, the facility alteration permit office will issue an FAP statement which will specify a date for the inspection for occupancy or the opening of the premises to the public. This inspection must be carried out with a representative of the facility alteration permit office, the applicant's professionals as well as the applicant's contractor. A list of deficiencies observed must be produced and the planning of the corrective measures that will be taken. The elements which remain to be done and which must be completed before the occupation of the premises.

At the end of the construction work, the applicant's professional consultants must send a letter confirming that they have supervised the work and that the work has been carried out in accordance with the plans and drawings submitted and commented on by ADM before the start of the work and within the framework of the FAP request. This letter must certify that the work complies with exiting codes and standards. A letter, signed and sealed by an engineer, confirming the conformity of the installations regarding seismic protection must also be provided to ADM.

In cases where the occupancy of the premises must be gradual or in cases where only partial occupancy of the premises is possible, all elements relating to the safety of individuals in the area to be occupied must be in place and fully functional. In addition, engineers and architects must be satisfied with the degree of completion of the project for certificates without conditions to be signed. In the confirmation, it may be acceptable to limit the area to which the certification applies, if only part of the facility is occupied.

11. As-built drawings

Final as-built drawings that incorporate design and any changes or alterations made during construction, building or installation must be submitted within 90 days of project completion. These drawings must be signed and sealed by an engineer or architect.

Plans must be submitted in AutoCAD or Revit format and in PDF format, unless otherwise agreed to by the facility alteration permit office. After 90 days, an « As-built Drawing » fee will be deducted from the initial deposit required.

12. Final notes

This guide is for information purposes only and has no contractual or legal value. It has been designed and written solely for the purpose of informing the applicant about the various steps required for the issuance of an FAP (Facilities Alteration Permit). This guide is not necessarily exhaustive and may be modified from time to time by ADM without notice. ADM assumes no responsibility of any kind with respect to the use of this guide, nor does it make any representation or give any guarantee, implicit or express, for the purposes hereof.

In the event of incompatibility between the elements of this document and the provisions of the lessee's or holder's lease, the latter always take precedence. This document does not in any way diminish or affect the obligations of the lessee or holder under its lease or the law, nor does it make ADM liable for any prejudice or loss whatsoever that may result therefrom.

Without limiting the generality of the foregoing, and by way of clarification, ADM may impose any requirement or condition not provided for herein, at its sole and absolute discretion. In the event of incompatibility or inconsistency between this document and the terms and conditions of the Facilities Alteration Permit (FAP) issued by ADM, the latter always prevails.

13. Reference documents available on request from ADM

- Engineering and construction standards, building and planning, YUL and YMX;
- ADM drawings standards, buildings and planning, YUL and YMX;
- Easy access program, Aéroports de Montréal, buildings and planning, YUL and YMX;
- Aéroports de Montréal's environmental policy, Aéroports de Montréal;
- Plans of existing facilities: « Technical Data Center » (TDC) Dorval and Mirabel.

14. List of Appendix

- A- BPMI-101.2020 FAP request form;
- B- BPMI-101.2020 SAN FAP application form (projects subject to the LEI Impact Assessment Act, Environmental Requirements);
- C- Frequently Asked Questions (FAQ);

On request from the facility alteration permit office:

- D- Fee schedule for permits and deposits;
- E- List of accredited security agencies;
- F- « Service request for maintenance of ADM installations » form;
- G- Frequently asked questions (FAQ);
- H- Table of contents of engineering and construction standards;
- I- Guide for an antenna project.