



Facility Alteration Permits Guidelines: **New Development**

Required for any new development on any Saskatoon Airport Authority (Owner) controlled and/or leased property.

1. THE FOLLOWING MUST BE ATTACHED:

- 1.1 Application must include fully developed plans and specifications for review and approval by the Owner which shall be available in PDF format.
- 1.2 For new facility construction or major renovation, the attached form entitled “Commitment for Project Inspection” must be completed by a 3rd Party Architect or Engineering firm committing in advance that they will perform a final project inspection.
- 1.3 If required, an Environmental Assessment against the work to be performed in accordance with the regulations.
- 1.4 If required, a review under the Impact Assessment Act 2019 to be completed.

2. THE FOLLOWING CONDITIONS MUST BE MET PRIOR TO ANY CONSTRUCTION OR RENOVATION ACTIVITY BEGINNING:

- 2.1 Owner's approval on the FAP (Facility Alteration Permit) application,
- 2.2 Duly executed lease (if applicable),
- 2.3 The Applicant has obtained stamped design drawings certified by an Engineer or Architect.
- 2.4 A construction drawing and code compliance review by an engineering or architectural firm must be completed and submitted to the Owner (SAA (Saskatoon Airport Authority)).

3. FACILITY ALTERATION PERMIT CONDITIONS:

- 3.1 All work authorized by this FAP is done at the risk of the Applicant.
- 3.2 All work complies with all relevant Building, Fire and Utility Codes.
- 3.3 The Applicant is responsible for contacting and paying for all relevant utility locates and connections thereto as well as any metering costs, access fees or levies assessed by the utility provider.
- 3.4 The Applicant shall notify the Owner (fap@yxe.ca) at least two days prior to any interruption of, or connection into, the Owner's utilities or excavation on the Owner's lands.
- 3.5 The Owner may at its sole decision, dependent on the scope of the project, waive any of the requirements in the FAP Guidelines.



- 3.6 It is the responsibility of the Applicant to whom this Permit is issued to ensure that all personnel employed because of the work described herein, receive the necessary RAIC passes issued by the Security Pass Office (poffice@yxē.ca), if applicable.
- 3.7 The Owner reserves the right to order an immediate halt to any work being carried out under this FAP should any deviation from safe practices, or approved plans be observed, or should some unforeseen exceptional circumstance dictate that it would not be in the Owner's best interest to permit the project to proceed to completion. *Under such circumstances the Owner will not be responsible for costs involved should halting of the work or cancellation of the FAP be warranted.*

4. PROJECT COMPLETION

- 4.1 At the completion of the project, notice must be sent to the Owner indicating the date the project was completed for the Owner to conduct a final inspection.

In addition to the notice of project completion, the Applicant must supply an *Inspection Certificate* issued either by a 3rd Party Engineering or Architectural firm that has been stamped stating that the work has been completed in accordance with the approved design drawings submitted and meets all Building, Fire and Utility Codes, or, the City of Saskatoon if a building permit was obtained (refer to Item 2.4).

- 4.2 Following inspection, and the Owner's inspection team finding the work to be completed satisfactorily, the following documents must be submitted:
- A set of "As Built" drawings in PDF and AutoCAD format
 - An assignment and irrevocable license of the copyright of the drawings, plans and specifications (if applicable)
 - A legal property survey provided in UTM Coordinates of the area indicating buildings and lease boundary lines upon completion of construction (if applicable). Coordinates must be provided for each corner of the lease area.