



**Facility Alteration Permit (FAP) Ver 7**

Facilities and Airfield Management  
 Thunder Bay International Airport Authority  
 E-mail: [permits@tbairport.on.ca](mailto:permits@tbairport.on.ca)  
 Phone: (807) 473-2600

**TBIAAI Office use only**

**FAP#** \_\_\_\_\_

No work will be authorized without a TBIAAI approved FAP. This form must be completed in full and submitted to the TBIAAI for approval. Visit our web page for more information. <https://www.tbairport.on.ca/page/permit-applications>

<b>A – PROJECT Description</b>			
<b>Project Title:</b>			
<b>Project Value in thousands:</b> <i>numbers and commas only (ex 30,456)</i>			
<b>Define Project Location &amp; Scope.</b> Be as accurate as possible. Attach an image of map/drawing/location as appropriate. If more than one image is required, or if more files can be shared, please send them via email with this form.			
<b>Proposed Date(s) of work:</b>			
<b>Start Date:</b>		<b>Completion Date:</b>	
<b>Identify location of activity:</b>	Located "ON" Thunder Bay Airport Property	Located "OFF" Thunder Bay Airport Property	
Designated Project Representative <i>(check one)</i>	<input type="checkbox"/> <b>Project Initiator (Sec.B)</b>	<input type="checkbox"/> <b>Applicant (Sec. C)</b>	<input type="checkbox"/> <b>Contractor (Sec. D)</b>
<b>Is the applicant an active tenant of TBIAAI?</b>	<b>No</b>	<b>Yes</b>	<i>If yes, ref Lease agreement:</i>
<b>B – PROJECT INITIATOR</b>			
		TBIAA	Tenant
Company Name:			
Billing Address:			
Project Initiator:		Title:	
Phone:		E-mail:	
<b>C – FAP APPLICANT (If different from above)</b>			
<input type="checkbox"/> Authorized Agent			
Company Name:			
Billing Address:			
Contact Name:		Title:	
Phone:		E-mail:	



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**D – CONTRACTOR INFORMATION** Has this contractor worked at the TBIAAI site before?    yes            no

Contractor Name:	
Billing Address:	
Contact Name:	Title:
Phone:	E-mail:
Describe previous work this contractor has done at the airport:	Project Emergency 24/7 Contact Phone Number:

**E – POTENTIAL OPERATIONAL IMPACTS**

Excavation or Drilling <input type="checkbox"/> <i>*May require locates</i>	Electrical <input type="checkbox"/>	Barriers <input type="checkbox"/>	Hot Works (welding, torching, etc.) <input type="checkbox"/>
<b>Crane or Boom Truck?</b> <input type="checkbox"/> <i>*May require a NavCanada Land Use Application</i>	Passenger Flow Disruptions <input type="checkbox"/>	Traffic Flow Disruptions <input type="checkbox"/>	Physical changes to ATB (walls,plumbing, etc.) <input type="checkbox"/>

IF a CRANE or BOOM TRUCK is selected, **provide location coordinates** as well as the **proposed maximum height** of the CRANE or BOOM TRUCK from the ground to the top of the crane/boom truck:

**F – UTILITIES**

Will you be connecting to any of the following TBIAAI owned utilities or building systems? Check all that may apply.

Domestic potable water	Sanitary Sewer	Security
Electrical	Storm Sewer (open ditch or underground)	HVAC
Sprinkler/Fire Suppression	Data/communications	Non-potable water
Alarm	Natural Gas	Other

<b>Anticipated Hazards</b> (to be completed by applicant)	<b>Associated Controls</b> (to be completed by the applicant)



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**G – NAVCANADA LAND USE FORM** Have you submitted a Land Use Application?    yes                      no

*Depending on the nature of the work being conducted, a Land Use Application may be required. For more information on this process contact a TBIAAI representative, who will direct you on the proper process.*

Find out more information here: <https://www.navcanada.ca/en/products-and-services/Pages/land-use-program.aspx>

**If you have already completed a NavCanada Land Use Application, please provide the completed application form and approval letter (if issued). Please provide the reference number:**

**H - TBIAAI Response Section                      TBIAAI OFFICE USE ONLY**

*This project may be subject to the following conditions or limitations by the TBIAAI. If the FAP is DENIED a reason will be provided:*

*There IS an impact on OLS. Details are provided below.  
 There is NO impact to the OLS as per TBIAAI assessment.*

*Images may be added by clicking on a box below and selecting a JPG image file from your computer to upload.*

Image 1

Image 2

Image 3

**I – TBIAAI Approval**    *Once signed by both parties, this document forms an agreement between the applicant and the TBIAAI.*

*Projects involving cranes / booms, any excavation activities / drilling, or any cutting or facility alterations of any kind MUST have an approved FAP through TBIAAI prior to commencing operations. Those failing to adhere to this process will be subject to an immediate shutdown and potentially significant project delays and/or penalties. By signing below, the applicant attests they fully understand the above information, and attest all information was provided fully and completely to the best of their knowledge. **This FAP is approved once signed by the TBIAAI.***

Applicant Signature

Date

TBIAAI Representative Signature

Date

## Facility Alteration Permits (FAP) and other projects affecting airport compliance

Facility Alteration Permits are available online at: <https://www.tbairport.on.ca/page/permit-applications>

The fees for processing Facility Alteration Permits and Projects Affecting **airport compliance** shall be based on the **valuation of construction** and shall be calculated in accordance with the following scale. Certain projects may be eligible to have these fees waived by TBIAAI.

- a) For permits \$1000.00 or less in value: \$100.00
- b) For permits in excess of \$1000.00 value:
  - the fees shall be \$100.00 for the first thousand,
  - plus \$13.00 per thousand or part thereof for
  - the next \$99,000.00 plus \$11.00 per thousand or part thereof for
  - the next \$400,000.00 and \$9 .00 per thousand in excess of \$500,000.00

TBIAAI may require, upon request by TBIAAI, a refundable deposit OR a letter of credit of:

- a) \$500.00 for all developments valued to \$99,999.00
  - + 1 % of the building value if the value is over the above amount
- b) This is refunded once we receive acceptable record documentation:
  - Operations and Maintenance Manuals
  - As-built drawings
  - Proof of compliance with all requisite legislation or standards
- c) We must receive these documents within 90 days of the interim occupancy permit being issued. If we do not receive the documents within 90 days, a non-refundable penalty equal to the original dollar amount will be charged every 90 days. Final Occupancy Permit will not be issued until the acceptable records documentation has been received.

The "**valuation of construction**" excluding land shall be the greater of:

- a) The contract price including taxes and reasonable allowance for extras, or
- b) The value as determined by the Authority having jurisdiction based on fair market value.

"**Airport compliance**" is defined as, but not limited to, any standard, legislation, or similar that the Thunder Bay Airport Authority is mandated to comply with on the dates applicable to the proposed project(s).

**The TBIAAI will provide costs (hourly or flat rate, as determined by TBIAAI) of site presence and coordination of activities should there be a need for such services to ensure airport safety and compliance with protection of Federal Regulations.**