



Authorization of Airport Construction Projects

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All correspondence concerning or requesting clarification of any information contained in this document can be directed to:

Construction Control Office
Greater Toronto Airports Authority
3111 Convair Drive,
Toronto Pearson International Airport, P.O. Box 6031
Toronto AMF, Ontario, Canada L5P 1B2
T (416) 776-5400 F (905) 814-4056



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Introduction

This outline provides the steps established to engage the Construction Control Office, and a general description of the administrative processes involved in obtaining preliminary acceptance of the proposed scope and design of construction projects within any area of Toronto Pearson International Airport. It is the first step to be completed prior to applying for permission to construct the project.

The aforementioned processes are applicable to all persons who have need of altering a facility by some manner of construction that brings about change to the physical characteristics of land, part of a structure, or the use of either of these elements of the Airport. The facility, as referenced, is the Airport and all its parts to the extent within the land boundaries serving the Airport. Persons include the employees of the GTAA and the tenants of the GTAA.

The term “Applicant” used herein refers to the person who initiates any process of the Construction Control Office and is named on any completed application document used as part of initiating the process.



Step 1

Proposal Approval – Initiating Stage

Section 1.1 Project Initiating

1.1.1 Recommendations

- .1 The Proposal Approval process provides the benefit to the project initiator to channel the preliminary definition of purpose, needs, requirements, impacts and limitations of the proposed project through a review process that aids in identifying, clarifying and enhancing the understanding of these aspects. It is recommended that prior to the final terms of reference, which include scope, budget and schedule for the project, being established and agreed upon by any parties, expressed within a lease, RFP, or Contract, that the Proposal Approval process be used.

1.1.2 Introducing Your Project Proposal

- .1 Your initial step will be to contact the Construction Control Office to discuss your project proposal and to determine what information will be needed to assess it for acceptance by the applicable departments of the GTAA.
- .2 The purpose of this assessment is to identify, clarify, determine, define and to have documented all relevant and mandatory conditions, considerations, limitations, components, aspects and standards comprising the project and that ultimately influence implementing and executing the completion of the realized and functioning project. The objective is to ensure that applicable requirements of the GTAA and external entities with interests are included and addressed in the design and construction of projects permitted at the Airport at any early stage of their development.
- .3 As a result, only relevant review procedures, based on the nature of the project proposal and the required information and documentation to sufficiently explain it, will be required to accomplish the objective of the preliminary assessment.



1.1.3 Obtaining Your Requirements

- .1 It is the intention of the Construction Control Office to assist in whatever ways necessary to provide you with the correct guidance, information and specific requirements for the proposed construction project to prepare the proper documents and ultimately obtain authorization as being ready to construct the project. When a firm intention has been reached to make any facility creation, improvement or change, the Construction Control office should be contacted at 416-776-5400 to inquire about processes and requirements to accomplish it.

1.1.4 Knowing Our Requirements

- .1 The Airport Construction Code establishes the governing standards and regulations adopted by the GTAA for controlling the design and construction of the airport facility comprising land parcels and building spaces leased to tenants and operational areas and structures controlled by the GTAA. It serves as a compendium of technically-based standards, procedures and requirements and referenced documents residing outside of the Airport Construction Code. Only the applicable parts of this information set are to be included in the definition of any proposed project. At the least, a cursory review of this information source should be completed early on in the project definition stage.
- .2 The Construction Control Office has access to the technical drawings maintained by the GTAA of pertinent airport land areas and building spaces comprising the airport facility. Prior to the start of any document preparation for the project, the applicant is required to contact the Construction Control Office to obtain pertinent base drawings and information, as well as the specific requirements for how to prepare such documents. Failing to observe this mandatory procedure will result in the review process for Proposal Approval or any future authorization process of the Construction Control Office being rejected when submitted by an applicant.
- .3 It is recommended that an initial project orientation meeting be arranged with the Construction Control Office at the beginning of a project to identify the needs and requirements specific to the proposed project. This will ensure a better start and early understanding of the project to establish the correct and timely course of preparing for and completing the steps needed for completing the project.



1.1.5 Proposal Preparation

- .1 With the information furnished to prepare the proposal package, careful examination of the material and close adherence to the information outlined should be included in the proposal documents to avoid delays in reviewing the submission.
- .2 The applicant should verify the information provided by completing a conditions survey of the project location to record any actual differences and conditions not provided or indicated by the information provided and include them in the scope and considerations of the project.
- .3 When requested or deemed required, the Construction Control Office may attend the conditions survey or complete its own independent survey for other purposes, which may enable the project to proceed.

1.1.6 Proposal Submission and Review

- .1 Complete an Application for Airport Construction and indicate purpose for Proposal Approval –Initiating Stage. The following information will be needed initially and accompany the completed application:
 - a) A Project Description from the Tenant or the GTAA representative initiating the proposal that states the project purpose, location, project scope, dependencies on airport infrastructure, design and construction schedule, and project budget;
 - b) Conceptual sketches of the proposal, which describes the types of occupancy and use, shows the location relative to the surrounding airport, physical arrangement or layout of the project elements and the visual characteristics, appearance and magnitude relative to the adjoining part of the airport.
- .2 Submit two (2) copies of the above information to the Construction Control Office to commence the review and assessment process.
- .3 Upon receiving your proposal documents, the Construction Control Office will examine the content to determine if there is sufficient information to accept the application to start the review process. If so, it will be circulated to appropriate departments of the GTAA for their comments. One of the benefits of the review process is to help the applicant identify requirements and their applicability to the specific aspects of the project.
- .4 Generally, the Construction Control Office is seeking compliance with the Airport Master Plan, the Approved Land Use Plan, the Environmental



Management Plan and the appropriate design standards of the GTAA as the basis for authorizing Proposal Approval.

- .5 The type and nature of the project proposal will determine the level of review required and the length of time to complete such review.

1.1.7 Authorizing Proposal Approval

- .1 When the Construction Control Office has completed its review process and is satisfied with the proposal content fulfilling all the acceptance objectives of the GTAA, Proposal Approval will be authorized by the Construction Control Office by written notice indicating that approval-in-principle of the proposal has been reached and allowing the applicant to continue developing the detail of the project content for subsequent review as in Step 2 or permission to construct as in Step 3.

1.1.8 Applicant Acknowledgement

- .1 The applicant is required to acknowledge receiving the written notice for the Construction Control Office. Any comments and conditions of the authorization need a written response to provide the basis of agreement by the applicant.
- .2 Once received and to the satisfaction of the Construction Control Office, the initial requirements of Proposal Approval are completed and provides the applicant with the understanding of information and knowledge of applicable requirements obtained thus far in the process to continue onward with the detail design considerations of the project.



Step 2

Proposal Approval - Detail Design Stage

Section 2.1 Submittals and Review

2.1.1 Requirements for Preparing Drawings

- .1 Drawings being prepared for the purpose of construction documents for use by the Contractor shall be submitted to the Construction Control Office as a digital file to confirm adherence to the CADD standards of the GTAA prior to a 30% completion state. Where drawings are found to deviate from the standard, they shall be revised immediately before progressing further. Failure to comply with this mandatory requirement will result in the drawings submitted for permission to construct being denied application by the Construction Control Office.
- .2 At the time a Consultant is engaged by any person to prepare construction drawings, a Record Drawing Commitment Certificate will be required to be completed and signed by the preparer agreeing to the terms of the certificate.

2.1.2 Progressive Document Reviews

- .1 For larger and more complex construction project proposals, a second step of reviews is recommended to applicants wishing to understand corresponding requirements, conditions, procedures and restrictions of the GTAA for the progressive developing detail of the project.
- .2 A typical sequence of submissions could occur at a 30%, 60% and 90% completion stage of document preparation for making application for permission to construct to the Construction Control Office.
- .3 Each submission will have an application reference number, similar to the one obtained with the initial Proposal Approval application, for applicants to quote when enquiring about the review status and applying it to forthcoming documents to the Construction Control Office.
- .4 The review of each document submission will provide the applicant with indications of variances in the airport standards and helpful considerations



that might relate to design and construction elements of the project. The applicant will receive a notice that compiles such comments for each review. A written response is required for each comment submitted to the Construction Control Office prior to making further review submissions.

2.1.3 Final Proposal Approval Authorization

- .1 When the intended scope of the project is near to being fully defined and documented in a format, such as drawings and specifications, that are sufficient to give to a Contractor to construct it, the final step to obtain Proposal Approval authorization from the Construction Control Office is completed. A Proposal Approval Notice will be issued to allow the applicant to proceed to the next authorization process of the Construction Control Office. Refer to **Permits, Inspections and Acceptance Process** for information.