



# Permit, Inspection and Acceptance Process

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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

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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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## Terminology

The reference used in this document to the "Applicant" and "Permit Holder" means either the tenant of the GTAA, or the GTAA employee who is initiating the proposed construction project and is the same person designated as the Tenant on any completed application and issued permit.

Making application to the Construction Control Office to commence the following process can be performed by any other person representing or working on behalf of the person called all of the above.



# Step 1

## Preparing the Application

### Section 1.1 Proposal Approval

- .1 Airport construction projects require preliminary authorization by the GTAA before they can be considered by the Construction Control Office for an application of this process. Refer to the Proposal Approval process described in the document [Authorization of Airport Construction Projects](#). The Applicant should have any questions about the process answered prior to making an application at:

Construction Control Office  
Administration Building  
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

Office hours for application inquiries are:  
8:30AM to 4:30PM MONDAY to FRIDAY

### Section 1.2 Project Information

- .1 The Applicant should be prepared with proper documentation and sufficient information about what is designed and how it is to be constructed when making application to the Construction Control Office for permission to construct. It is recommended that the Applicant contact the Construction Control Office and review what the specific information requirements for their project might include prior to preparing and submitting documents. This will greatly help both parties to understand the project and to streamline the review process to suit its specific requirements.

### Section 1.3 Preparing Detailed Information

- .1 Drawings and specifications form the "approval document" for the proposed construction and are the essential part of your application. Refer to the [Airport Construction Code](#) for documentation requirements. All documents for review shall be prepared in accordance with these GTAA standards.

Certain projects are required by law to be designed and documents prepared by an architect and /or engineer registered in the Province of Ontario. Consult the staff at the Construction Control Office for determining your project classification requiring this.

## **Section 1.4 Applicable Codes and Standards**

- .1 The Airport Construction Code comprises a set of applicable codes and standards to be followed for construction projects at TPIA. The National Building Code (NBCC) and the National Fire Code of Canada (NFCC) are the recognized regulations for buildings at TPIA. Your approval document will be reviewed by the Construction Control Office, designated as the authority having jurisdiction, for the compliance with the applicable codes and standards of the airport. As the Applicant, you are responsible for obtaining all the necessary authorizations and permits, and to ensure that your proposed project conforms to the applicable codes and standards of TPIA.
- .2 It is the responsibility of the Applicant to comply with these regulations within their construction documents and to seek acceptance of an alternative solution from the Construction Control Office for that part of the proposed design such regulations do not totally address acceptable solutions for the specific application to the proposed design.

## **Section 1.5 Project Approval Document Package**

- .1 An Application for Airport Construction to obtain permission to construct the project shall be accompanied by a completed Statement of Construction, which describes the construction overview (purpose and location), scope of the construction, required provisions and utilities delivered by the GTAA, construction schedule and cost estimate. Additionally, a key plan that clearly indicates the location of the proposed construction relative to airport structures is required for orientation. Last of all, a complete approval document, which includes the detail on how the project is specified to be constructed, shall be prepared by the project Consultant(s).

## **Section 1.6 External Agency Approvals**

- .1 The Applicant and project Consultant(s) are responsible for knowing and obtaining any additional approvals that are mandatory for their project. Sufficient time should be allowed in the construction schedule for processing.



## Step 2 Submitting the Application

### Section 2.1 Application for Airport Construction

- .1 The Application for Airport Construction shall be completed for the purpose of Permission to Construct – Facility Alteration Permit. A Facility Alteration Permit is similar to and what is commonly called a building permit used by municipalities in the Province of Ontario for permitting construction projects, once reviewed for code compliance. This application is available at the Construction Control Office or online as a printable PDF form at [www.gtaa.com](http://www.gtaa.com)

Office hours for submitting applications are:  
8:30AM to 4:30PM MONDAY to FRIDAY

- .2 The completed application form should be submitted to the Construction Control Office accompanied by the following:
  - Proposal Approval authorization,
  - Statement of Construction,
  - 2 sets of drawings and specifications (stamped and signed),
  - Record Drawing Commitment Certificate (completed and signed),
  - Letter of Undertaking by Tenant (completed and signed), and
  - General Review Commitment Certificates (one for each design discipline).

### Section 2.2 Additional Authorizations

- .1 Additional GTAA applications for specific authorizations may be required along with the application. Details on how to obtain them will be provided when applying for the Permission to Construct - Facility Alteration Permit.



## Step 3

# Application Acceptance

### Section 3.1 Application Reference Number

- .1 Once the Application for Airport Construction and the accompanying approval document are accepted for completeness and all necessary submissions supporting it are received by the Construction Control Office, the Applicant will be emailed a receipt with an Application Reference Number, which shall be used by the Applicant and any representative of the project for all future inquiries and submitted documents. Failure to use this number in this manner will cause delays and possible refusals of submissions by the Construction Control Office.

### Section 3.2 Application Refusals

- .1 In certain instances applications submitted are refused by the Construction Control Office. Most cases involve missing or insufficient information to allow a proper review process to commence. Reasons could stem from the lack of clarity or completeness of content of the information or the exclusion of obvious construction requirements that contravene the applicable codes and standards of the airport. Whatever the reason, the applicant will need to revise the proper documents and resubmit.



# Step 4

## Application Review

### Section 4.1

### Section 4.2 Review Comments

- .1 The Application for Airport Construction review process of the submitted documents consists of a general assessment and compiled comments generated within specific categories for design and constructability compliance requirements in force at TPIA.
- .2 A Facility Alteration Permit will not be issued until all review comments have been acknowledged with a written response by the Applicant and acknowledged as satisfactorily complying with the intent of Airport Construction Code requirements by the Construction Control Office.

### Section 4.3 Responsibility of Applicant

- .1 Beyond the extent of any review of documents and review comments made by the Construction Control Office, the Applicant and any party acting in his or her interests still remains responsible for fulfilling the requirements of this Code and for confirming that the design conforms to all relevant codes and standards by which it is to be completed.

### Section 4.4 Length of Application Review

- .1 The length of time required to review and authorize an Application for Airport Construction to obtain a Facility Alteration Permit is entirely dependent on the complexity of the project. Size, type, number of conditions, operational impact of the project on the airport and completeness of information, as well as the case load of the reviewers with other applications being processed, will effect the review period. At the time of applying, each project will be assessed for an estimated time to complete the review.
- .2 The maximum review period is 4 weeks for large projects with the average taking 1 to 2 weeks, prior to the Applicant receiving the document review comments from the Construction Control Office. Small projects can take one week or less if the Applicant cooperates with fulfilling the requirements

of the review process promptly. Issuing the Facility Alteration Permit placard, which allows construction to start, depends entirely upon the length of time the Applicant takes to satisfactorily respond to the comments, to complete the requested documents and to orientate the Contractor about the project at the end of Step 7.

- .3** As a common practice, the Applicant is encouraged to submit the application prior to or at the same time as commencing the tendering of the construction contract, and in so doing should not experience any lengthy delay in their project schedule due to permit authorization.

THE APPLICANT IS URGED TO ALLOW SUFFICIENT TIME IN THEIR PROJECT SCHEDULE FOR THE REVIEW AND AUTHORIZATION REQUIREMENTS TO START CONSTRUCTION.



# Step 5

## Notice to Applicant

### Section 5.1 Notice Document and Forms

- .1 When all document review comments are received and compiled by the Construction Control Office, a Document Review Notice with the authorization status is given to the Applicant.
- .2 The notice consists of review comments for the project approval document requesting a written response from the Applicant and a set of requested completed forms and documents submitted before the Facility Alteration Permit can be issued for approval document acceptance.
- .3 A Project Implementation Notice form is also attached to be completed by the Contractor when nominated.



# Step 6

## Response by Applicant

### Section 6.1 Written Response

- .1 When the Applicant receives the Document Review Notice, it is to be distributed to all parties required to provide responses to the document review comments. This is one of the most important steps in the process and is the most common cause of delays for obtaining construction authorization. Each review comment requires a specific acknowledgement with sufficient information to answer or clarify the issue and/or concern raised.

### Section 6.2 Process Delays

- .1 Inadequate responses will be further questioned and require a complete response. It is recommended that good time and effort be applied to the information value submitted the first time to avoid unnecessary delays. Additionally, failure to provide timely response by the Applicant or, as the case may be, no response, will only delay the process and the construction start date. Please be reminded that authorization by the Construction Control Office will not be granted without completing this step.



# Step 7

## Issuing the Facility Alteration Permit

### Section 7.1 Completed Forms and Documents

- .1 Before the Facility Alteration Permit authorization can be issued, the Applicant is responsible for delivering to the Construction Control Office the requested forms and documents completed and signed. The Applicant should obtain confirmation about what specific forms and documents are required for their project at the time of making application.
- .2 The holder of a Facility Alteration Permit (the Permit Holder) shall nominate a Contractor to perform the construction of the project and furnish the Contractor with the required documents notified in Step 5 to be completed, submitted and retained in good order as required.
- .3 The Contractor, once nominated, shall complete and provide the following documents to the Applicant as part of the requirements of receiving a Facility Alteration Permit:
  - the company safety policy and program,
  - a site specific safety plan for the work and activities of the project,
  - WSIB Contractor Registration Form,
  - Ministry of Labour Notice of Project, and
  - Project Implementation Form.

### Section 7.2 Issuing the Permit

- .1 When the Construction Control Office is satisfied that all documents requested are received and in order, the Facility Alteration Permit is issued to the Applicant by email and includes the Facility Alteration Permit authorization and any special conditions for the permit when deemed necessary. This permit is valid for three months from date of issuance to start construction, beyond which requesting an extension to the start date is required from the Construction Control Office.



## Section 7.3 Limits of the Permit

- .1 Receiving the notice in Step 5 or a Facility Alteration Permit authorization should not be confused with a permission to start construction. The Orange Permit Placard with a validation number, used to identify authorized construction projects at TPIA, permits the start of construction. The Construction Control Office does not provide this permission until Step 8 is reached.

THE ISSUANCE OF THE FACILITY ALTERATION PERMIT AUTHORIZES ACCEPTANCE OF THE APPLICANT'S REPOSE TO THE DOCUMENT REVIEW COMMENTS AND THE SUBMITTED SUPPLEMENTARY DOCUMENTS ONLY.

IT DOES NOT GIVE PERMISSION TO START CONSTRUCTION.  
FAILURE TO OBEY THIS RULE WILL RESULT IN IMMEDIATE STOP OF CONSTRUCTION.

REFER TO THE NEXT STEP FOR OBTAINING CONSTRUCTION AUTHORIZATION.



# Step 8

## Pre-Construction Requirements

### Section 8.1 Pre-Construction Meeting

- .1 The Contractor is required to notify the Construction Control Office by a written request to start construction and to arrange a pre-construction meeting with the Construction Control Office at least 2 business days in advance.
- .2 Within 2 business days the Construction Control Office will attend the pre-construction meeting at the arranged location to complete the following:
  - discuss specific requirements of construction for the project,
  - identify required inspections of the work,
  - review external permissions and inspections,
  - identify required shop drawing submissions and review process,
  - provide the relevant request forms for: inspections, utility locates, GTAA systems isolations, logistics, facility closures, etc.,
  - review required Consultant field review reports,
  - provide one set of drawings and specifications, stamped “reviewed”,
  - provide a GTAA Emergency Telephone List,
  - authorize a construction start date and time, and
  - provide the Orange Permit Placard with a Validation Number to the Contractor.

### Section 8.2 Contractor Retained Documents

- .1 The documents and completed forms prepared and accepted in Step 7 and others provided in Step 7 shall be maintained in good order at the Contractor’s place of the work at all times for periodic review by the Construction Control Office upon request.
- .2 Once issued, the Orange Permit Placard shall be posted in a visible place on the periphery of the place of the work for easy identification of the Validation Number (this number is used by all GTAA inspectors to identify valid construction projects at TPIA). It is the responsibility of the Contractor to obey these requirements.



## **Section 8.3 Other Permissions**

- .1 By this stage in the project, the Permit Holder and the Contractor shall confirm their understanding of all necessary external authorizations and inspections for specific installations and uses identified in the scope of the project. It is their responsibility to have them in place and fulfilling the required acceptance inspections before using or occupying all or part of the finished project can be requested.



# Step 9

## Inspections

### **Section 9.1 Role of the Construction Compliance Officer**

- .1 The Construction Control inspection process encompasses the follow-up activities for the project beyond issuing of the Facility Alteration Permit. Each project under a Facility Alteration Permit will be assigned to a Construction Compliance Officer from the pre-construction stage through to the Occupancy/Use approval stage of the project and its Final Acceptance when completed.
- .2 Aside from the duties of inspections, progressive review of the construction by the Construction Compliance Officer assigned to the project may at times include a multidisciplinary team of GTAA Inspectors whose roles are to:
  - ensure conformance of the scope of the work under the Facility Alteration Permit,
  - coordinate and perform inspections of the work,
  - liaise with the Contractor in matters of construction standards compliance resolution,
  - coordinate construction activities with operational activities, and
  - avert unsafe construction conditions and practices.

### **Section 9.2 Project Communication**

- .1 The Contractor in some instances will have incremental dealing with other GTAA Inspectors about conditions and issues requiring some form of response. To maintain a clear communication channel between the Contractor and the Construction Control Office, the Contractor is required to direct all verbal and written communication of this nature to the Construction Compliance Officer, unless there is an assigned GTAA Project Manager fulfilling this role to which the Contractor reports.

### **Section 9.3 Construction Control Inspections**

- .1 Several inspections are required during the construction to ensure that all work is performed in accordance with the reviewed Contract Documents, and good industry practices. The Construction Compliance Officer

maintains routine and ongoing surveillance of each active project in their assigned Airport area.

- .2 It is the responsibility of the Contractor to request specific types of inspections, identified at the start of construction, by contacting the Construction Compliance Officer at least 48 hours in advance to progressively inspect the work proceeding to the next stage. The request forms provided during the pre-construction meeting are used for this purpose.

CONTRACTORS ARE ADVISED THAT INSPECTORS MUST BE ABLE TO SEE THE INSTALLATION THEY ARE REQUIRED TO INSPECT. THEY HAVE THE AUTHORITY TO ORDER YOU TO REMOVE ANY PRE-MATURELY PLACED MATERIALS COVERING THE WORK TO BE INSPECTED AT YOUR OWN EXPENSE.

## **Section 9.4 Compliance of the Work**

- .1 The Construction Compliance Officer has the authority to question and reject any installation of work, fixtures, systems, material, equipment, and furnishings, which do not comply with the scope and content of the reviewed documents or with the standards of the Airport Construction Code. Any rejected installations shall be communicated to the Permit Holder immediately by written notice from the Construction Compliance Officer.
- .2 An Order to Comply detailing the reason for the non-compliant observation is used for this purpose and serves as a first written notice to correct the reported construction by a specified date.
- .3 Failure by the Permit Holder and the Contractor to obey the terms of the Order to Comply without reasonable cause could be subsequently issued a Stop Work Order. This enforcement action permits the Construction Compliance Officer to order the Contractor to cease continuance of the noted part of the Contractor's work and the area it comprises.
- .4 Only after a resolution is reached and a written commitment is received by the Construction Control Office from the Permit Holder to remedy the same will the Stop Work Order be lifted and the work released to continue.

## **Section 9.5 Consultant Review of Work**

- .1 Where a Consultant(s) is engaged in the project to provide general review of the construction, monthly progress review reports and any other periodic observations of work reports prepared shall be submitted to the Construction Control Office.
- .2 In cases where specific construction is of a complex nature requiring the Permit Holder to hire a Consultant or Inspector to review, at any time before, during and/or after installing, the sufficiency of the design and the construction. Notification of this requirement will usually be given to the Permit Holder as part of the Facility Alteration Permit conditions.

## **Section 9.6 Changes to the Work**

- .1 No change shall be made by the Permit Holder, Consultant or Contractor that could affect the intent of the reviewed construction documents, including but not limited to changes to layout, modifications to systems, assemblies and methods, and substitution of materials and finishes, without giving notice to the Construction Control Office prior to issuance.
- .2 Major changes supported by the proper documentation shall be resubmitted to the Construction Control Office using similar procedures for submitting the original application called "revision to permit". The Construction Control Office is not required to provide any response to changes submitted, but where an item of non-compliance is identified; the Permit Holder will be notified immediately upon discovering it and will be responsible for taken prompt and appropriate action to remedy.
- .3 Each reviewed change will be given an amendment number to update the Facility Alteration Permit file. The Contractor can discuss minor changes on site with the Construction Compliance Officer for assessment and noting in the file.
- .4 Each project Consultant, as part of its general review commitment of the work, shall verify each change request implemented by reviewing it on site as completed and in accordance with the supporting documents used to implement the change. Confirmation of completing this action will be indicated as part of the monthly progress review report and be reflected in the compiled Record Drawings required at the project close-out stage.

## **Section 9.7 Inspections by External Agencies**

- .1 It is the responsibility of the Permit Holder and the Contractor to contact and coordinate the required inspectors of any other authority having



jurisdiction for aspects of the Work. Failure to obtain the necessary certificates, permits and licenses may cause certain delays in obtaining Occupancy/Use of all or part of the finished project for which the Construction Control Office shall not be held responsible.



# Step 10

## Project Acceptance

### Section 10.1 Nearing Completion Request

- .1 When the Contractor has assessed the completed state of construction of the project as reaching approximately 97% of the total scope, a request form for inspection of the substantial completion stage of the work, signed by the Contractor and the project Consultant shall be submitted to the Construction Control Office 7 days prior to the inspection date.

### Section 10.2 System Demonstration Requests

- .1 Certain projects may involve installing and altering building systems. Prior testing for reliability and functionality are required to be completed by the Contractor and Consultant(s) before calling for any type of demonstration of system to the Construction Control Office.
- .2 On the day of the inspection/demonstration, parties notified by the Permit Holder will meet at the Contractor's place of the work to commence the requested activity for the parts of the construction deemed to be complete/ready, attended by the Construction Control Officer and designated representatives.

### Section 10.3 Work Deficiency Reports

- .1 The Construction Compliance Officer shall collect all deficiency lists of the Work, from the Consultants at the start of the inspection tour, listing all items stated to be completed by the Contractor. Any visual deficiencies and defects in the Work shall be noted by the Consultant(s), compiled in a Substantial Completion Inspection Report and submitted to the Permit Holder and the Construction Control Office within 10 days of the inspection. This includes any item of an outstanding Notice to Comply that needs to be verified as completed by the Contractor at this time.

### Section 10.4 Issuing the Occupancy/Use Permit

- .1 When the project has reached a state of completion to allow its intended use to commence, and satisfies the requirements of occupancy and use of the Airport Construction Code and project specific requirements of the

Construction Control Office, an Occupancy/Use Permit may be issued to the Permit Holder.

- .2 The documentation required to be submitted by the Permit Holder prior to obtaining an Occupancy/Use Permit may include:
  - a Record Document Commitment Certificate signed by the Consultant,
  - the Letters of Professional Assurance signed by each design discipline for the project,
  - building system verification and test reports,
  - Electrical Safety Authority (ESA) inspection certificate,
  - Health Canada acceptance letter,
  - Technical Standards and Safety Authority (TSSA) inspection certificate, and
  - GTAA systems connection authorization letter.

### **Section 10.5 Final Completion Request**

- .1 A request form, signed by the Contractor and the project Consultant, for inspection of the final completion stage of the work shall be submitted to the Construction Control Office 7 days prior to the inspection date.
- .2 In preparation for the final inspection, the Permit Holder and the Contractor are to obtain copies of the required documentation for hand over to the Construction Compliance Officer.

### **Section 10.6 Finish Deficiency Reports**

- .1 On the day of the final inspection of the Work, parties notified by the Permit Holder shall meet at the Place of the Work to commence the final inspection. All previously requested documentation from the Permit Holder is to be handed over to the Construction Compliance Officer at this time.
- .2 During the inspection, the Construction Compliance Officer confirms the completion of any outstanding defects and deficiencies in the construction previously inspected in addition to ensuring the Consultant(s) and Contractor note any new ones found within the final finishing stage.
- .3 Within the following 10 days the Consultant will compile them in a Final Completion Inspection Report and forward to the Permit Holder for expediting. The Contractor is obligated to complete all noted outstanding work in an orderly manner before an agreed upon date.
- .4 The Construction Compliance Officer will track the progress and await written confirmation from the Permit Holder that total completion of the project is reached.

PLEASE NOTE THAT FOR SMALLER PROJECTS THE REQUIREMENTS AND DURATION OF VARIOUS STAGES DESCRIBED ABOVE MAYBE LESSENERED OR OMITTED AS WARRANTED. THE CONSTRUCTION CONTROL OFFICE MAY DETERMINE THIS DURING THE CONSTRUCTION STAGE.

## **Section 10.7 Certificate of Acceptance**

- .1 When the Construction Control Office is completely satisfied that all the project requirements have been fulfilled by the Permit Holder the Certificate of Acceptance will be prepared by the Construction Control Office and sent to the Permit Holder within 5 business days after determining acceptance.
- .2 The Construction Control Office may issue a partial Certificate of Acceptance for specific reasons pending the total completion of the project requirements for obtaining a full Certificate of Acceptance. This may include advanced completion of areas of the project or when a project completion will be delayed for a specified timeframe to allow sufficiently completed areas to be used or occupied for the intended purposes.
- .3 Documents required for obtaining either of these certificates include:
  - Contractor As-Built (red line marked up) Documents of the completed Work,
  - Confirmation that applicable Operations and Maintenance Manuals have been received by the GTAA, and
  - Outstanding documents noted by the Construction Control Office.

## **Section 10.8 Submitting Consultant Record Documents**

- .1 Within 60 days of receipt of the Certificate of Acceptance, the completed Record Documents shall be submitted to the Construction Control Office in the format as agreed upon in the Record Documents Commitment Certificate.
- .2 The permit holder will be notified beyond this time period that if drawings are not submitted within 10 days of receiving this notice, the Construction Control Office will notify the respective departments of the GTAA to pursue its right under the agreement in force with the Permit Holder to obtain this information. As a requirement of the issuing the Facility Alteration Permit, the Permit Holder is responsible for supplying satisfactory Record Drawings of the project permitted and completed to the standards of the GTAA.
- .2 As part of validating the accuracy and completeness of the submitted record drawings, the Construction Control Office may undertake or coordinate with GTAA Inspectors a tour of the finished project to site verify

any amount of the information indicated and make note of any variations on the drawings. Major variations will require a resubmission by the Permit Holder following due process of the GTAA to recover this information.

## **Section 10.9 Submissions to the Technical Data Centre**

- .1 The information shall be confirmed by the Permit Holder to be complete for all As-Built and Record Documents, coordinated with the Construction Control Office, and submitted to the GTAA Technical Data Centre (TDC).
- .2 The TDC will receive the digital files in the specified format and verify that the data is configured properly to the standards stipulated and agreed to in the Record Drawing Commitment Certificate before incorporating the new information into their maintained digital files of the airport facility.
- .3 Files that deviate from the TDC standards will be returned to the Permit Holder requiring a resubmission by the Permit Holder following due process of the GTAA to recover this information.

## **Section 10.10 Useful Record Information**

- .1 The Construction Control Office supports the commitment of the GTAA to improve its facility management information system, and the mandate of the TDC to maintain current and accurate records of the Airport. Maintaining the usefulness of these records is a team effort. We are committed to providing Applicants with quality information at the start of a project and to deliver prompt service throughout our administrative process to achieve this end by expecting credible records from each finished project.

REMEMBER, THE INFORMATION WE MAKE AVAILABLE TO YOU IS ONLY AS GOOD AS THE INFORMATION WE RECEIVE BACK FROM YOU. IT IS YOUR RESPONSIBILITY TO PROVIDE THE CONSTRUCTION CONTROL OFFICE WITH ACCURATE AS-BUILT AND RECORD DOCUMENTS AT THE END OF THE PROJECT.