

Facility Alteration Permit Documents

As part of the Facility Alteration Permit process, anyone completing work on an Edmonton Airport site is required to provide drawings and documentation appropriate to the size of the intended alteration or installation.

Submission documents must include:

- A detailed description of the intended use of the building and grounds (exterior work) or internal development (within an Edmonton Airports owned building). Multi-tenant building applications are to include a description of the types or categories of business and a description of their use of the building and site. Aviation related facilities must provide anticipated aircraft type.
- Drawings drawn at a metric scale containing information as required below (where applicable). The level of detail is to be relevant to the permit being applied for.
- A completed *Assignment of License of Copyright* for each copyright Owner for any documents provided. See the end of this document for more information and a copy of the form.

1. FAP Development:

These are minimum requirements for documents that need to be provided in order for an application to be reviewed. However, it is recommended that the applicant supply all documents as indicated on the chart below in order to provide a more thorough and timely review.

- 1) Architectural Layout (60-90% design development).
- 2) Architectural rendering of the proposed facility and sample board of finishes
- 3) Preliminary Engineering Design:
 - Preliminary Equipment Lists with demand / load requirements (must include a kitchen equipment plan for all food/beverage installations with the terminal)
 - Preliminary routing of mechanical / electrical / civil
 - Utility loads and preliminary sizes (for exterior work)
- 4) Site layout for developments outside the terminal

2. FAP Construction:

- 1) Issued for tender / construction, sealed drawings and specifications.
- 2) County permit submission / approval

<i>Work Outside the Air Terminal</i>	<i>Work Inside the Air Terminal</i>
Site Plan showing: <ul style="list-style-type: none"> • true north • corresponding street and avenue • dimensions of the site with geographic coordinates or distances and angles to Alberta Survey Control Monuments (2 	Floor plan showing (1:100 scale minimum): <ul style="list-style-type: none"> • Existing building gridlines and lease boundaries as per tenant lease agreement. If a lease has not been signed, the proposed lease plan may be used with the expectation the drawings will be updated to show changes before final FAP approval

<p>minimum)</p> <ul style="list-style-type: none"> • size and location of proposed and existing accesses to the site • size and location of existing and new building/structures relative to the property lines • layout of vehicle parking and parking stall count • loading and unloading areas • Identification of outdoor activity areas including servicing areas, trash collection, storage areas, display area, etc.. • Location of building to runways, including geographic coordinates and dimensions • Aircraft parking and equipment layout 	<p>is received.</p> <ul style="list-style-type: none"> • Locations of any cores to be drilled through floor slab • Kitchen plan for all food/beverage outlets including an equipment list • Dimensions of the unit • Seating layout and occupancy details • Mechanical and electrical floor plans detailing all new or revised work • Equipment plan including heating/cooling and electrical loads. • Electrical Single lines (construction permits)
<p>Landscape Plans (may be included with site plan) showing:</p> <ul style="list-style-type: none"> • all physical features (proposed and existing) including berms, walls, fences and decorative paving • a schedule of planting materials including size and common, as well as botanical, names (note plant materials may be restricted – see current airport design guidelines for more information) • Locations of all overhead and underground utilities including right of ways or easements • A storm water management plan 	<p>Construction Details:</p> <ul style="list-style-type: none"> • Building sections showing major penetrations through adjacent floor/roof. • Structural details • Wall/floor/roof assembly details
<p>Floor Plans (min. scale 1:100). showing:</p> <ul style="list-style-type: none"> • Architectural design • number of floors • intended occupancy 	<p>Interior Elevations indicating heights, materials used.</p>
<p>Building elevations (min. scale 1:100) showing:</p> <ul style="list-style-type: none"> • all sides of the building • building height including height of highest point of structure • a description of building materials, building colours, and glazing 	<p>Mechanical Plans including:</p> <ul style="list-style-type: none"> • HVAC, Plumbing, gas and fire suppression • Must include design assumptions for seasonal heating and cooling.
<p>Sample board of all exterior finishes.</p>	<p>Sample board of all finishes to be used.</p>
<p>Proposed lease boundary (may be included on site plan), including dimensions.</p>	
<p>Building construction details:</p>	

<ul style="list-style-type: none"> • Cross sections of the building • Mechanical and electrical floor plans detailing all work and equipment • Electrical Single Line (construction permit only) 	
Peak hour traffic assessment	Roof penetration details.
Location plan showing height above sea level and geographic coordinates of any crane or drilling rig being used on site. Must include dimensions showing proximity to runways and taxiways	Location plan showing height above sea level and geographic coordinates of any crane being used on site. Must include dimensions showing proximity to runways and taxiways.

The documents need to show enough detail to allow Edmonton Airports to complete an informal review. The following are recommendations for the amount of detail at a minimum to be provided at the various permit stages. Applications without the minimum documentation will not be circulated for review.

Irrevocable License of Copyright

In order to meet requirements bestowed upon Edmonton Airports’ by the Crown, all project documents created by a signing authority and submitted by a tenant must also include a assignment of copyright. This assignment allows Edmonton Airports to print drawings for use in maintaining the facilities at all properties managed by Edmonton Airports. The attached form must be provided. Failure to do so may result in FAP application s being rejected or delayed until such assignment has been obtained.

————— End —————



IRREVOCABLE LICENSE OF COPYRIGHT

Project Name: _____ (the "Project")

Project No.: _____ (if applicable)

Drawing Description: _____

Drawing Reference No.: _____ (if applicable)

Lease No.: _____ (if applicable)

Contract No. _____ (if applicable)

- Location:** (check all applicable)
- Edmonton International Airport
 - Edmonton City Centre Airport
 - Cooking Lake Airport
 - Villeneuve Airport

WHEREAS the undersigned (hereinafter referred to as the "Copyright Owner") has been retained to create certain drawings, plans and specifications with respect to the Project as described above and as such drawings, plans and specifications may be amended, modified or supplemented from time to time (the "Drawings");

AND WHEREAS as a condition of the Copyright Owner's retainer, the Copyright Owner agreed to irrevocably license the copyright in the Drawings to Edmonton Regional Airports Authority ("Edmonton Airports") and, if the Project is or will be located at the Edmonton International Airport, to Her Majesty the Queen in Right of Canada (the "Federal Crown") and if the Project is or will be located at the Edmonton City Centre Airport, to The City of Edmonton, for certain specified purposes;

NOW THEREFORE in consideration of the payment of ONE (\$1.00) DOLLAR from Edmonton Airports, the Federal Crown and The City of Edmonton to the Copyright Owner (the receipt and sufficiency of which the Copyright Owner hereby acknowledges):

1. The Copyright Owner hereby grants to Edmonton Airports an irrevocable royalty-free perpetual license of the copyright of the Drawings to use, copy and modify the Drawings for the purpose of the Project and for any alterations to any Project.
2. In addition, if the Project is or will be located at the Edmonton International Airport, the Copyright Owner hereby grants to the Federal Crown an irrevocable royalty-free perpetual license of the copyright of the Drawings to use, copy and modify the Drawings for the purpose of the Project and for any alterations to any Project.
3. In addition, if the Project is or will be located at the Edmonton City Centre Airport, the Copyright Owner hereby grants to The City of Edmonton an irrevocable royalty-free perpetual license of the copyright of the Drawings to use, copy and modify the Drawings for the purpose of the Project and for any alterations to any Project.

4. Nothing herein contained shall render Edmonton Airports, the Federal Crown, or The City of Edmonton liable for any costs or expenses incurred or to be incurred in connection with the preparation of the Drawings or the subsequent use thereof by Edmonton Airports, the Federal Crown, or The City of Edmonton and the Copyright Owner agrees that Edmonton Airports, the Federal Crown, and The City of Edmonton, as applicable, shall be entitled to use the Drawings for any purpose or purposes related to the Project whatsoever at any time without any further consent and without any further payment. However, the Copyright Owner shall not be liable for modifications to any Drawings made solely by Edmonton Airports, The City of Edmonton or the Federal Crown without the involvement of the Copyright Owner.

IN WITNESS WHEREOF the Copyright Owner has executed this Irrevocable License of Copyright under seal this _____ day of _____, 20____.

(Print Name of Copyright Owner)

Per: _____ (c/s)

Name:

Title:

(I have authority to bind the corporation)