

Facility Alteration Permit Deliverables

Edmonton Airports' requires the following documents be submitted as they occur throughout the duration of the project:

1. As-built or record drawings
2. Specifications
3. Copies of all permits granted by the Authorities Having Jurisdiction. E.g. building permit, occupancy permit, demolition permit.
4. Copies of Schedules A, B, and C as supplied to the Authority Having Jurisdiction.
5. Operation and Maintenance manuals for any system installed within the air terminal building or any major system installed in a tenant building (e.g. fire suppression).
6. Copies of any geo-technical investigation.
7. Copies of completed Alberta One Call tickets (prior to excavation starting)
8. Assignment of License of Copyright

Other deliverables not identified on this list may be required either by the requirements terms within contractual agreements with Edmonton Airports or specific submission requests identified within the Facility Alteration Permit Approval Letter.

As-built or Record Drawings

Edmonton Airports' will require a complete set of project record drawings and specifications at the conclusion of the project showing any work that was completed under the FAP application. For smaller projects, these documents should be delivered within one month of project completion. For larger projects, the document must be submitted within 6 months of substantial completion.

If submission documents are originally created in a cad program, then the final record drawings are to be in cad format, marked "record", dated and stamped/sealed by the consultant of record. If company policy does not allow the signing of electronic documents, mylar copies (or pdf scans) of documents that have been stamped maybe submitted along with the unsigned cad files.

If cad files were not created, paper copies may be submitted. They must be signed by the contractor, marked "as-built" or "record", and dated.

All documents provided must show an accurate record of all work completed. Work within the building must have gridlines shown for reference points. Work outside of the building must either contain geographic reference points (northings and eastings) or Alberta Survey Control monuments and coordinate system identified. Any subsurface utility work must be surveyed for vertical and horizontal elevations to assist with locating once the utility has been buried.

Other Documents

Unless otherwise stated, all submission documents are to be submitted in electronic format. PDF documents must be unsecured to allow Edmonton Airports' to attach document tracking data to the files.

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 applications 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: Edmonton International Airport
(check all applicable) 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)