

Facility Alteration Permit Office**FACILITY ALTERATION PERMIT REQUEST FORM****BPMI-101.2020**

To apply for a Facility Alteration Permit (FAP), you must duly complete all four (4) sections below.

The entire FAP application must be completed and signed by the applicant **in electronic format**.

The following documents must be provided to apply for an FAP:

- The completed and signed FAP application form BPMI-101.2020;
- Plan or sketch of the location of the work, indicating the physical address of the work and/or identification of the premises;
- Project plans and drawings signed and sealed by a certified Québec professional.

Incomplete applications will not be accepted and will be declined upon submission.

When the FAP application form is duly completed, please send it to the following email address:
permis@admtl.com

Below, you will find instructions for completing section 1 of your FAP application form:

1. **Project title:** Please give an explicit title to your project to have a description when reading it.
2. **Name of ADM leaseholder:** Name of the company or organization renting premises or land from ADM.
3. **Name and first name of applicant:** Name and first name of the main project manager of this application with whom ADM will communicate throughout the FAP application. This person will be responsible for requesting plans from ADM's technical data center and forwarding them to your contractors.
4. **Company and role of applicant:** Name of the organization for which the applicant works, and their role held there.
5. **Telephone and email of applicant:** Telephone and email of the main project manager of this application with whom ADM will communicate during the project.
6. **Billing address of applicant:** This address will be used to issue FAP's invoice. The invoice includes service fees from ADM professionals for permit study and construction deposit fees (given upon receipt/validation of as-built DWG/Revit plans and work compliance letters). The fees are established at point 7. Estimated value of the project. See ADM document « Fee schedule for obtaining a building permit at ADM Dorval and Mirabel ».
7. **Estimated value of project:** The applicant must provide the estimated value of the construction work. This value must reflect the current monetary value of the plans, facilities, construction, furnishings, equipment, and materials provided at the time of FAP's request. See ADM document « Fee schedule for obtaining a building permit at ADM Dorval and Mirabel ».
8. **Proposed use:** Shop, office, storage, restaurant, computer room, telecommunications, other.
9. **Location of work:** Room/building number and/or physical address of work.
10. **Regulation of the area:** Indicate whether, according to the information in your possession, the work is in a regulated or non-regulated area in the sense of airport security.
11. **Date and estimated duration of the work:** If the start date of the work has been planned, it must be mentioned here as well as the duration of the planned work.
12. **Hours of execution of work:** The time slot during which the work will be carried out, to specify whether it is day or night work, subject to ADM's approval.
13. **Description of work:** Describe the project in 3-4 paragraphs by communicating information on the location, the objective, the scope, the benefits of the project and the expected schedule of the work.

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Section 1: FACILITY ALTERATION PERMIT (FAP)

1) Project title:
2) Name of ADM leaseholder:
3) Name and first name of applicant:
4) Company/organization and role of applicant:
5 a) Applicant phone number:
5 b) Applicant email address:
6) Billing address of applicant:
7) Estimated value of project:
8) Proposed use:
9) Location of work:
10) Regulation of the area:
11) Date and estimated duration of the work:
12) Hours of execution of work:
13) Description of work:
Contact information for consultants, architecture, and engineering: including name, mailing address, email address, telephone, fax, and cell phone numbers:
General contractor contact information: including name, mailing address, email address, telephone, fax, and cell phone numbers:

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Section 2: List of documents provided by applicant for analysis of the FAP application

**Technical and engineering documents must be submitted by discipline.
The file is incomplete if « To come » documents are identified.**

Note: An incomplete file may be subject to a preliminary consultation if requested. This preliminary consultation does not allow obtaining the facility alteration permit.

<u>Section 2.a: Technical and engineering documents</u>	Answer « Included » « To come » or « Not required »	Name of document
1. Plan or sketch of the work location, indicating the physical address of the work and/or identification of the premises (this concerns interior and exterior projects)		
2. Plans and/or drawings signed and sealed in Architecture		
3. Plans and/or drawings signed and sealed in Civil engineering		
4. Plans and/or drawings signed and sealed in Structure		
5. Plans and/or drawings signed and sealed in Electricity		
6. Plans and/or drawings signed and sealed in Mechanical engineering		
7. Plans and/or drawings signed and sealed in Telecommunication		
8. Plans and/or drawings signed and sealed for Public Announcement system (PA system)		
9. Data sheets of new equipment installed		
10. User manuals for new equipment/installations		

<u>Section 2.b: Authorization/Permits/Licenses from other organizations</u>	Answer « Included » « To come » or « Not required »	Name of document
1. NAV Canada project authorization letter (exterior project in restricted area)		
2. License from Industry, Science and Economic Development Canada (for radiocommunication project)		
3. Other permits and authorizations		

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<u>Section 2.c: Sustainable development and environment (related to sections 3 and 4)</u>	Answer « Included » « To come » or « Not required »	Name of document
1. Information regarding sustainable development elements		
2. Approvals, authorizations and permits		
3. Information regarding storage of hazardous materials (quantity, type of materials and location of storage)		
4. Information regarding tanks (location, description of transfer area, copy of government records)		
5. Data sheet of environmental protection equipment (type, specification, capacity) as well as performance and maintenance program		
6. Description of planned mitigation measures for nuisances		
7. Soil characterization report		
8. Landscaping plan (specify species to be planted and percentage canopy index)		
9. Measures planned to comply with the regulations concerning cutting of trees		
10. Description of water management when washing concrete mixers		
11. Sanitary network connection compliance validation report		