

Facilities Alterations Permit (FAP) Closeout Checklist

This checklist is a summary of the final documentation required by Construction Compliance & Permits Office (CCPO) for the issuance of the Full/Partial/Conditional Occupancy/Use Permit (as applicable) and/or the final Closeout of the FAP. Note that all issued FAP's **must** be closed once all work is completed. If you are not sure what reviews & documentation applies to your project, contact constructioncompliance@gtaa.com for clarification.

Project/FAP Number: _____ **Project Name:** _____

Requirements for an Occupancy/Use Permit					
1. FAP closeout process has been initiated by the submission to CCPO a completed "Request for a Final Inspection" form for: <div style="text-align: center; margin: 5px 0;"> Date: _____ Time: _____ </div>					
2. Assurance Letter(s) of Professional Reviews (as applicable) <u>and</u> corresponding Inspection/Deficiencies Reports with the details of any deficiencies to be carried forward after the occupancy date with a commitment date of when deficiencies are expected to be completed must be submitted to CCPO before a conditional/final occupancy is granted.					
Corresponding GRCC's submitted with FAP Application	Professionals' Assurance Letter & Final Inspection Report	Corresponding GRCC's submitted with FAP Application	Professionals' Assurance Letter & Final Inspection Report		
Architectural	<input type="checkbox"/>	<input type="checkbox"/>	Fire Detection	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical/Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	Fire Suppression	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	Civil	<input type="checkbox"/>	<input type="checkbox"/>
Structural	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>
3. LMDG's Occupancy Recommendation <input type="checkbox"/>					
4. GTAA Plumbing Sign-off Email ----- <input type="checkbox"/>					
5. ESA Inspection Certificate ----- <input type="checkbox"/>					
6. (new) Power System Study Report &/or ECM Group Sign-off (if applicable) ----- <input type="checkbox"/>					
7. TSSA Certificate or Equivalent ----- <input type="checkbox"/>					
8. Region of Peel Health Clearance Letter (for Food & Beverage only) ----- <input type="checkbox"/>					
9. AGCO Approval Letter/License (for Liquor Service only) ----- <input type="checkbox"/> <ul style="list-style-type: none"> • Request Sent to CCPO for their AGCO "Agency Letter of Approval" signoff with Area Drawing & Occupant Load <input type="checkbox"/> • CCPO has Issued their Signed AGCO "Agency Letter of Approval" <input type="checkbox"/> 					
10. Fire Alarm Contractor's Verification Report & Inspection Letter ----- <input type="checkbox"/>					
11. Sprinkler Contractor's Materials & Test Certificates <input type="checkbox"/> & Inspection Letter <input type="checkbox"/> ----- <input type="checkbox"/>					
12. Specialized/Pre-engineered System Contractor's Verification Certificate(s) ----- <input type="checkbox"/>					
13. Kitchen Equipment Compliance with NFPA 96 & ACC Sentence 4.6.8.3(7) – Engineer's Letter ----- <input type="checkbox"/>					
14. Firestopping Installation Reports <input type="checkbox"/> & Installation Certification Letter <input type="checkbox"/> ----- <input type="checkbox"/>					
15. Coring Reports including Structural Review Report, Scanning Report and Completed Sign-off Form ----- <input type="checkbox"/>					
16. Copies of all Contractor's Hot Work Safety Permits Sign-off Checklists Issued under this FAP ----- <input type="checkbox"/>					
17. Fire Retardant Application Certification Letter ----- <input type="checkbox"/>					
18. HVAC Air Balancing Reports ----- <input type="checkbox"/>					
19. Consultants' Record Drawings (PDF & CAD) <input type="checkbox"/> & Contractors' Red-lined Drawings (PDF) <input type="checkbox"/> ----- <input type="checkbox"/>					
20. Work Site Reinstatement – Hoarding/Barriers/Fencing Removal & Clean-up (new) ----- <input type="checkbox"/>					
21. Notes & Comments:					

Section 1: FAP Closeout Documentation Guide

The FAP Close-out Checklist provides a summary of the final documentation that may be required by CCPO for the issuance of the Occupancy/Use Permit and Close-out of the FAP. Note that **all issued FAP's must be closed** once all work is completed and all applicable documentation is submitted to CCPO.

In preparation for the final inspection, the permit holder, consultant and/or the contractor are to obtain copies of the required final documentation for handover to the Independent Code Compliance Consultant (ICCC) & CCPO. As an aide to help you determine what documentation may apply for your project, CCPO has created this guide. If you are still unsure, please contact constructioncompliance@gtaa.com with any questions or for clarification.

Final Documentation Required for an Occupancy/Use Permit & FAP Close-out	
	Comments
1. FAP closeout process has been initiated by the submission to CCPO a completed "Request for a Final Inspection" form.	The project contractor/consultant confirms in writing through this request that the construction has reached completion and thus is ready for the AHJ inspection.
2. Assurance Letter(s) of Professional Reviews <u>and</u> corresponding Inspection/Deficiencies Reports with the details of any deficiencies to be carried forward after the occupancy date with a commitment date of when deficiencies are expected to be completed must be submitted to CCPO before a conditional/partial/final occupancy is granted.	All disciplines that submitted a "General Review Commitment Certificates" (GRCC) and/or design drawings with the FAP application submission are required to submit "Assurance Letters" confirming that construction has been completed in compliance with their design & all applicable codes & standards.
3. Submission of LMDG's Recommendation for Occupancy Letter	This letter is issued by LMDG once they have completed their site reviews and all life safety issues have been addressed.
4. GTAA Plumbing Sign-off	This sign-off is issued by GTAA Plumbing once they have completed their site reviews and all plumbing issues have been addressed.
5. ESA Inspection Certificate – (Identified with the Project Number & Project Name)	ESA Certificates are required for all projects with an electrical scope of work that includes the addition of new power circuits, outlets, etc.
6. (new) Power Systems Study Report &/or ECM Group Sign-off	A Power Systems Study Report & Accompanying Model are required where the electrical scope of work meets the criteria outlined in the Power Systems Study Guidance document (FM-0290) or if requested by the ECM Group. Generally, this is required for projects with 'significant' electrical changes and thus CCPO may hold the FAP closeout until the ECM Group receives the required documentation.
7. TSSA Certificate or Equivalent	TSSA Certificates or Equivalent are required for all project with a scope of work under TSSA's jurisdiction i.e., elevators/escalators, fuel storage, etc.
8. Region of Peel Health Clearance Letter	These letters are issued by the Region of Peel for restaurants or establishments selling and/or serving food & beverages.
9. AGCO Approval Letter	These letters/licenses are issued by Alcohol and Gaming Commission of Ontario (AGCO) for restaurants or establishments selling and/or serving alcoholic beverages. Refer to Section 2 below for the Airport requirements for liquor license signoffs.

<p>10. Fire Alarm Contractor’s Verification Report & Inspection Letter These documents are required where the scope of work included revisions or additions to the base building fire alarm system.</p>
<p>11. Sprinkler Contractor’s Materials & Test Certificates & Inspection Letter These documents are required where the scope of work included revisions or additions to the base building sprinkler system.</p>
<p>12. Specialized/Pre-engineered System Contractor’s Verification Certificate(s) These documents are required where the scope of work included revisions or additions to cooking equipment and/or ventilation systems, computer room fixed suppression/detection systems, etc.</p>
<p>13. Kitchen Equipment Compliance with NFPA 96 & ACC Sentence 4.6.8.3(7) - Engineer’s Letter This letter is required from the project mechanical engineer and can be combined with their assurance letter to confirm that all new or altered cooking systems and/or equipment is easily accessible for maintenance and cleaning in compliance with NFPA 96 and the Airport Construction Code.</p>
<p>14. Firestopping Installation Reports & Installation Certification Letter These documents are required where the scope of work includes penetrations through fire rated separations i.e., walls, floors, ceilings, etc.</p>
<p>15. Coring Reports must include the Structural Review Report, the Scanning Report, and the Completed Sign-off Form These documents are required where the scope of work includes penetrations through fire rated separations i.e., walls, floors, ceilings, etc.</p>
<p>16. Copies of all Contractor’s Hot Work Safety Permits Sign-off Checklists Issued under this FAP These documents are required to be submitted to GTAA Fire Prevention & CCPO in compliance with the new Hot Work process for contractors working under a FAP.</p>
<p>17. Fire Retardant Application Certification Letter These documents are required where the scope of work involved the removal of fire retardant from base building structural components which must then be repaired and/or replaced upon completion of the work.</p>
<p>18. HVAC Air Balancing Reports These documents are required where the scope of work included revisions or additions to the base building HVAC systems.</p>
<p>19. Consultants’ Record Drawings (PDF & CAD) & Contractors’ Red-lined Drawings (PDF) Record drawings/as-builts – in PDF & CAD formats <u>must</u> be submitted of each drawing that had been submitted with the original FAP application submission. Note: Conditional Occupancy can be granted until the final record/as-builts are submitted provided that contractors’ red-lined as-builts – in PDF format are submitted. Once all record drawings/as-builts are submitted & accepted by GTAA Engineering Data, CCPO can then issue the Final Occupancy/Use Permit which will close-out the FAP.</p>
<p>20. Work Site Reinstatement – Hoarding/Barriers/Fencing Removal & Clean-up (new) All hoarding, fencing, and/or barriers delineating the construction site must be removed & the area reinstated to the original site or base building conditions. Where hoarding is required to remain for other purposes, the GTAA group or individual taking responsibility for the hoarded area must notify the applicable stakeholders: Security, Operations, Maintenance, Architectural Services, Engineering Data, etc., for their information & comments as applicable. Further, the responsible GTAA group must post a sign with their contact information which must be updated if the area is assigned to others. Confirmation (photo) that the signage is in place will be required before the FAP can be closed.</p>

Section 2: Partial or Conditional Occupancy/Use Permits

In situations with phased projects a **Partial Occupancy/Use Permit** can be issued for a completed phase of a project. For this type of occupancy, the following requirements will apply:

1. In addition to the applicable closeout documentation, a site assessment review must be conducted by the project team establishing the completion status of the phased work documented by site review reports & assurance letters prepared for submission to CCPO/GTAA confirming the full completion or detailing work/deficiencies still remaining with a schedule for completion.
2. An on-site final review must be conducted with the GTAA Project Manager or Contract Administrator, consultants, contractor, and CCPO/LMDG/TRH to establish any code or safety issues that need to be addressed prior to the issuance of a Partial Occupancy/Use Permit.
 - A final site review and sign-off from LMDG will be required once they are satisfied that the building conditions of the work completed are code compliant.
 - A final site verification by TRH will be required to confirm that the building conditions & separation between the completed areas & the remaining construction areas are safe for the intended use.
3. A signoff from the GTAA Project Manager or Contract Administrator confirming that the scope of work for the applicable phase has been fully completed or detailing any remaining work/deficiencies that still need to be addressed by the consultants and/or contractor with a schedule for full completion.
4. Based on the submitted documentation & signoffs received, CCPO can then consider the issuance of the **Partial Occupancy/Use Permit** to allow the specific project area, system and/or equipment to be put into use/operation prior to the full completion of the overall project.

In situations with projects with outstanding minor work &/or deficiencies that still need to be addressed a **Conditional Occupancy/Use Permit** can be issued where applicable. For this type of occupancy, the following requirements will apply:

1. In addition to the applicable closeout documentation, a site assessment must be conducted by the project team establishing the completion status of the work documented by site review reports & assurance letters prepared for submission to CCPO/GTAA confirming the full completion or detailing work/deficiencies still remaining with a schedule for completion.
2. An on-site final review must be conducted with the GTAA Project Manager or Contract Administrator, consultants, contractor, and CCPO/LMDG to establish any issues that need to be addressed prior to the issuance of a **Conditional Occupancy/Use Permit**.
 - A final site review and sign-off from LMDG will be required once they are satisfied that the building conditions of the work completed are code compliant.
 - A final site verification by CCPO will be required to establish the building conditions of the completed areas and readiness for the intended use.
3. A signoff from the GTAA Project Manager or Contract Administrator confirming that the project scope of work has been fully completed or detailing any remaining work/deficiencies that still need to be addressed by the consultants and/or contractor with a schedule for full completion.
4. Based on the submitted documentation & signoffs received, CCPO can then consider the issuance of the **Conditional Occupancy/Use Permit** to allow the specific project area, system and/or equipment to be put into use/operation while the minor remaining issues are addressed.

Note that **Partial or Conditional Occupancy/Use Permits** are issued with the understanding that once all remaining issues are addressed, as applicable, final site reviews &/or updated documentation may be required as determined by CCPO for the closeout of the FAP.

Section 3: Requirements for Liquor License Signoffs

As part of the requirements for obtaining a liquor license the *Alcohol and Gaming Commission of Ontario* requires the signoffs from **Building**, **Fire** and **Health** authority.

In compliance with GTAA's Ground Lease Agreement, the Construction Compliance & Permits Office is the Authority Having Jurisdiction (AHJ) for all construction activities on Airport Lands. CCPO as the AHJ issues all building permits in the form of Facilities Alteration Permits (FAP's) and grants all Occupancy/Use Permits upon completion. With regards to the Agency Letters of Approval to AGCO for liquor license applications, the City of Mississauga Building & Fire Departments have no jurisdiction on Airport Lands.

Thus, for all establishments located on Airport Lands requiring liquor license signoffs, completed & signed "**Agency Letter of Approval**" letters must come from:

- Building - Construction Compliance & Permits Office (Airport AHJ)
- Fire - GTAA Fire Prevention (Airport F&ES)
- Health – Region of Peel

Request for Agency Letter of Approval sign-off by CCPO should include:

- Copy of the Agency Letter of Approval with the completed establishment information filled in.
- Consultant's Floor Plan drawing (8 ½" x 11") highlighting the specific floor area being licensed, with the square footage and the calculated total occupant load.
- Sign-off letter or email from GTAA Fire Prevention confirming that they agree with the occupant load calculated by the consultant.

Once this information is provided, CCPO will then complete filling in the Agency Letter of Approval, sign & date the letter and then email it back to the establishment's representative.

Note: previous practice of having City of Mississauga Building Department sign-off on the liquor license will no longer be accepted on Airport Property and may delay the issuance of an Occupancy/Use Permit and/or the commencement of the liquor service for the establishment.

Section 4: Guide for Work that is Deferred or Stopped

If for any reason a project must be deferred or cancelled with partially completed work, prior to the suspension of work the Project Group must complete and provide to the CCPO the following:

1. An Arch/Struct/Mech/Elect assessment review must be conducted by the project team establishing the status of construction at the point of work suspension and review letters provided to CCPO/GTAA detailing any potential risks for any conditions being left uncompleted.
2. A Site Safety Condition assessment review must be conducted by the consultants and contractor. CCPO recommends that an onsite review with the GTAA Project Manager or Contract Administrator, consultants, contractor, and CCPO/LMDG/TRH be conducted to establish any code or safety issues that need to be addressed prior to the work suspension.
 - A final site review and sign-off from LMDG will be required once they are satisfied that the building conditions being left in place are code compliant.
 - A final site verification by TRH will be required once the consultants are satisfied that the building conditions being left in place are safe for any potential authorized access.
3. A detailed plan from the GTAA Project Manager or Contract Administrator confirming who is taking full control and custody of the partially completed spaces and how authorized access into these spaces will be controlled for any required access by GTAA trades, service providers or other contractors during the work suspension. Factors to consider:
 - Will the contractor be maintaining their NOP & FAP during the work suspension?
 - What will the contractor's role be during the work suspension period if any?
 - Who will have the responsibility for ensuring that the remaining construction remains secured?
 - How will other groups who may need access into the partially completed space during the work suspension period obtain authorization and from whom?
4. The GTAA Project Manager or Contract Administrator will also need GTAA stakeholders' sign-off from Fire Prevention, Security, Risk Management and Operations to ensure that they are satisfied with the conditions being left in place.
5. Code compliance issues are addressed ensuring that:
 - Base building existing and new loadbearing structural elements are code compliant i.e. fire spray where removed is reinstated or for new components fire spray is applied.
 - All base building life safety systems i.e., sprinklers, standpipes, fire alarm systems, fire extinguishers, etc., are re-instated and functional.
 - Regular and emergency lighting and exit signs are operational and provide the minimum levels required for code compliance.
 - Existing base building fire separations (exits, floor assemblies, service shafts, electrical rooms, etc.) that have been altered or removed in part are reinstated.
 - Any surface penetrations or other openings in rated fire separations (floor or wall assemblies) must be fire stopped.
 - Any mechanical or electrical systems serving occupied floor areas that have been altered must be reinstated, repaired or otherwise be operational.
 - Hoarding and temporary egress/exit conditions that have been implemented to facilitate construction activities must be reviewed by the consultants to confirm that these temporary conditions do not affect the egress/exiting from the adjacent areas.