

Facilities Alterations Permit (FAP) Closeout Checklist

This checklist is a summary of the final documentation required by CCPO for granting a Partial, Conditional, or Full Occupancy/Use (as applicable) and/or for the final FAP closeout. Note that **all issued FAP's must be closed once all work is completed**. If you are not sure what reviews &/or 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 & signed "Request for a Final Inspection" form for:

Date: _____ Time: _____
2. Assurance Letter(s) of Professional Reviews (as applicable) and 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 Full/Partial/Conditional Occupancy/Use is granted.

GRCC's submitted with FAP Application	Professionals' Assurance Letter & Final Inspection Report	GRCC's submitted with FAP Application	Professionals' Assurance Letter & Final Inspection Report
Architectural	<input type="checkbox"/>	Fire Detection	<input type="checkbox"/>
Mechanical/Plumbing	<input type="checkbox"/>	Fire Suppression	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	Civil	<input type="checkbox"/>
Structural	<input type="checkbox"/>	Other:	<input type="checkbox"/>

3. LMDG's Occupancy Recommendation letter ☐
4. GTAA Plumbing Sign-off Email ☐
5. ESA Inspection Certificate - ☐
6. Power System Study Report, Updated Panel Directory, As-builts &/or ECM Group Sign-off (as applicable) ☐
7. TSSA Certificate or Equivalent ☐
8. Region of Peel Health Clearance Letter (for Food & Beverage only) ☐
9. AGCO Approval Letter/License (for Liquor Service only) ☐
 - AGCO "Agency Letter of Approval" signoff request submitted to CCPO with Area Drawing & Occupant Load ☐
 - CCPO has issued their Signed AGCO "Agency Letter of Approval" with applicable attachments ☐
10. Fire Alarm Contractor's Verification Report & Inspection Letter ☐
11. Sprinkler Contractor's Materials & Test Certificates ☐ & Inspection Letter ☐ ☐
12. Kitchen Equipment Compliance with NFPA 96 & ACC Sentence 4.6.8.3(7) – Engineer's Letter ☐
13. Firestopping & Fireproofing Installation Reports ☐ & Installation Certification Letter ☐ ☐
14. Coring Reports including Structural Review Report, Scanning Report and Completed Signoff Form ☐
15. Copies of all Contractor's Hot Work Safety Permits Signoff Checklists Issued under this FAP ☐
16. Structural Members Fire Retardant Application Certification Letter ☐
17. HVAC Air Balancing Reports ☐
18. Consultants' Record Drawings (PDF & CAD) ☐ & Contractors' Red-lined Drawings (PDF) ☐ ☐
19. Work Site Reinstatement & Cleanup Confirmed or if Hoarding remaining, responsible GTAA owner established ☐

20. Notes & Comments:

FAP Closeout Documentation Guide

The FAP Closeout Checklist provides a summary of the final documentation that may be required by CCPO for granting the Occupancy/Use Permit and FAP Closeout once all work and applicable final reviews are completed and the required closeout 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. CCPO has created this guide as an aide to help you determine what documentation may apply to your project,. If 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 close-out process has been initiated by the submission to CCPO a completed “Request for a Final Inspection” form.	With this signed request, the project contractor and the consultants agree that the work has reached completion and is ready for the applicable AHJ required site inspections & demonstration.
2. Assurance Letter(s) of Professional Reviews and corresponding Consultants’ Inspection/Deficiencies Reports with details of any remaining work being carried forward after the Partial/Conditional Occupancy date agreed by CCPO. These reports must include the consultants/contractors’ commitment date of when remaining work/deficiencies are expected to be completed and reviewed which is required before CCPO can grant the Final Occupancy/Use to close the FAP.	All disciplines that submitted sealed & signed drawings and “General Review Commitment Certificates” (GRCC) with the FAP application submission are required to submit their “Assurance Letters” confirming that construction has been completed in compliance with the sealed & signed drawings submitted during the FAP process & 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 to achieve code compliance.
4. GTAA Plumbing Signoff email	This signoff 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 new electrical work that includes new installations of power services, electrical panels, circuits, outlets, etc.
6. Power System Study Report, Updated Panel Directory, As-builts &/or ECM Group Sign-off (as applicable)	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 all the requested final documentation.
7. TSSA Certificate or Equivalent	TSSA Certificates or an Equivalent signoff from a consultant subject matter expert are required for all project with a scope of work under TSSA’s jurisdiction i.e., elevators/escalators/walkways/people movers, fuel storage, boilers & pressure vessels, amusement devices, 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 (for Liquor License)

Liquor licenses are issued by Alcohol and Gaming Commission of Ontario (AGCO) for restaurants or establishments selling and/or serving alcoholic beverages. The following are the Airport requirements for CCPO's signoff to AGCO.

Requirements for Liquor License Signoffs on Airport Lands

All establishments located on Airport Lands requiring AHJ 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

Requests 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.
- Signoff 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: Sign-offs by City of Mississauga for Liquor license for establishments on Airport Property are not acceptable and may delay the CCPO's granting of an Occupancy/Use and/or the commencement of the liquor service for the establishment.

10. Fire Alarm Contractor's Verification Report & Inspection Letter

These documents are required where the scope of work includes revisions or additions to the base building fire alarm & fire alarm monitoring systems.

11. Sprinkler Contractor's Materials & Test Certificates & Inspection Letter

These documents are required where the scope of work includes revisions or additions to the base building fire suppression systems i.e., sprinklers, standpipes, fire pumps, etc.

12. Kitchen Equipment Compliance with NFPA 96 & ACC Sentence 4.6.8.3(7) - Engineer's Letter

These letters are 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.

13. 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.

14. Coring Reports must include the Structural Review Report, the Scanning Report, and the completed & signed Surface Penetration Signoff form.

These documents are required where the scope of work includes new penetrations through fire rated separations i.e., walls, floors, ceilings, etc.

15. Contractor's Hot Work Safety Permits Sign-off Checklists Issued under their FAP

These documents are required to be submitted to GTAA Fire Prevention & CCPO in compliance with the Airport Hot Work process for contractors working under a FAP.

16. Fire Retardant Application Certification Letter

These documents are required where the scope of work includes the removal of fire retardant from base building structural components which must then be repaired and/or replaced upon completion of the work.

17. HVAC Air Balancing Reports

These documents are required where the scope of work includes new installation or alterations to the base building HVAC systems & equipment.

18. Consultants' Record Drawings (PDF & CAD) & Contractors' Red-lined Drawings (PDF)

Record drawings/as-builts – in PDF & CAD formats, must be submitted of each drawing that was included with the original FAP application to CCPO.

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 grant the Final Occupancy/Use which will closeout the FAP.

19. Work Site Reinstatement & Cleanup Confirmed or if the Hoarding is to remain, responsible GTAA owner has been established who has posted their contact information

All hoarding, fencing, and/or barriers delineating the contractor's construction site must be removed & the area reinstated to the original site or base building condition.

Where hoarding is required to remain for other purposes, the GTAA group or individual taking responsibility for the hoarded area must notify the applicable GTAA stakeholders: Security, Operations, Maintenance, Architectural Services, Engineering Data, etc., for their information & comments as applicable. Further, the responsible GTAA group must post a sign at the entrance to the hoarded area with their contact information which must be updated if the area is assigned to others. Confirmation (photo) that the hoarding sign is in place must be submitted to CCPO before the FAP can then be closed.

Sample Bilingual Hoarding Signage.

