



# CIP MANUAL - Terminal Projects

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### Revision

The General Manager, Development Services is responsible for establishing, administering, and maintaining this content. The content will be reviewed annually and revised as required or following an event which identifies a requirement for immediate amendment. All revisions will be made in consultation with the stakeholders.

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# VERSION CONTROL

VERSION	DATE	CHANGES MADE	PREPARED BY	APPROVED BY
1.0	DECEMBER 2024	NEW	Karen McGovern & Brett Farrell	Ola Pajak

# ACRONYMS

<b>AHJ</b>	Authorities Having Jurisdiction
<b>AOM</b>	Airport Operations Manual
<b>AVOP</b>	Airside Vehicle Operator's Permit
<b>BHS</b>	Baggage Handling System
<b>BP</b>	Building Permit
<b>CARs</b>	Canadian Aviation Regulations
<b>CFD</b>	Calgary Fire Department
<b>CIP</b>	Construction & Installation Permit
<b>CIAR</b>	Canadian Impact Assessment Registry
<b>CofC</b>	City of Calgary
<b>EEE</b>	Environmental Effects Evaluation
<b>EIA</b>	Environmental Impact Assessment
<b>EMS</b>	Emergency Medical Services
<b>EOR</b>	Engineer of Record
<b>FOD</b>	Foreign Object Debris
<b>HSSE</b>	Health, Safety, Security & Environment
<b>IOC</b>	Integrated Operations Centre
<b>NAV</b>	Nav Canada
<b>OHS</b>	<i>Occupational Health and Safety Act</i>
<b>PSL</b>	Primary Security Line
<b>PSN</b>	Physical Security Notice



<b>RAIC</b>	Restricted Area Identification Card
<b>SDS</b>	Spatial Data Services
<b>SSSP</b>	Site Specific Safety Plan
<b>TC</b>	Transport Canada
<b>the Authority</b>	Calgary Airport Authority
<b>TMPC</b>	Thematic Master Plan Committee
<b>YYC</b>	Calgary International Airport

# 1. CALGARY AIRPORT AUTHORITY CONTACTS

For inquiries related to a new concept or investment at the Calgary International Airport, please reach out to the applicable business representatives:

Commercial Services (Terminal Projects)

Email: [CRDevelopment@yyc.com](mailto:CRDevelopment@yyc.com)

Commercial Marketing & Partnerships

Email: [marketing@yyc.com](mailto:marketing@yyc.com)

The Development Services team represents The Calgary Airport Authority (the Authority) throughout the permitting and construction process. For any questions or further clarification on this process, please reach out to Development Services through [cip@yyc.com](mailto:cip@yyc.com).

## 2. INTRODUCTION

The Authority is the operator and the landlord of the Calgary International Airport (YYC) and of the Springbank Airport (YBW) as set out in the Transport Canada Ground Lease Agreement. The Authority has the responsibility to control and provide Transport Canada with information regarding all development on airport property.

The Authority administers the Construction & Installation Permit (CIP) process to review, track, monitor and record all proponent leasehold construction while ensuring that all new elements are compatible with existing services and systems, and comply with the Authority's design standards.

proponents of third-party projects (or their agents) within the terminal building(s) shall retain professional interior designers, architects, and/or Engineer's of Record (EOR), entitled to practice in Alberta, to complete the design and inspection of construction works. The proponent's interior designer, architect and/or EOR shall be responsible for the preparation of drawings and specifications bearing their professional stamp, and for the inspection of construction to ensure conformity with the drawings, specifications, standards and all applicable codes, regulations, and acts.

The Authority has specific design standards and criteria for construction within the terminal buildings. Please see section 4.3 [Design Standards](#) of this manual.

The CIP application is available online at <https://cips.yyc.com/>. The online application must include detailed construction drawings and specifications outlining the work to be performed.

## 3. PRE-APPLICATION

All new business concepts within the terminal must have the support of the Commercial Services team before applying for a CIP. Please see the [Calgary Airport Authority Contacts](#) section to get in touch with the team.

The Commercial Services team will work closely with the proponent during the early stages of a proposal to confirm that the location and proposed use are viable and fit within the Authority's plans and strategic interests.

Once satisfied with the concept, the Commercial Services team will endorse the development and will subsequently introduce the proponent and their design team to the Development Services team who will walk through the CIP application process at an onboarding meeting.

### 3.1 CIP Onboarding Meeting

The proponent and their design team will be invited to attend a CIP onboarding meeting where the Development Coordinator assigned to the project will be introduced.

The Development Coordinator will provide an overview of the CIP application process and identify the design standards applicable to the development that will bring the concept to life.

Once the onboarding meeting has been completed the Development Coordinator will assist the proponent, their contractor, and their designer, with all inquiries related to design and construction policies.

## 4. PROJECT DESIGN

### 4.1 Preparation of Drawings

All projects must have a complete set of drawings showing what exists and what is proposed. For most projects these must be prepared, authenticated, and sealed by a registered professional.

#### Base Information

Proponents must ensure their project drawings reflect and show accurate linework of infrastructure in the affected construction area. Base records of existing infrastructure in the proposed project area can be made available from the Spatial Data Services (SDS) team through your Development Coordinator. Available records include architectural, electrical, and mechanical linework for inside the terminal building. These can be made available in AutoCAD .dwg format.

Please note that these records are provided as a reference only, revisions and modifications do occur and may not be reflected on the base information provided. It is the proponent's sole responsibility to verify the accuracy of these records on site. The Authority shares this information in good faith, and does not accept any liability arising from incomplete, incorrect, or misleading information it provides.

#### Authentication Requirements

It is the responsibility of the proponent to use qualified consultants and contractors in the preparation of their project drawings. When submitting Issued for Building Permit (BP) or Issued for Construction (IFC) drawings, these shall be signed and sealed by the proponent's architect or Engineer of Record (EOR) licensed to practice in Alberta.

### 4.2 Land Use Agreement with the City of Calgary

All developments on YYC lands must adhere to the Land Use Agreement established with the City of Calgary. This agreement designates the City as the authority for issuing Building Permits and permitted uses within airport property.

#### Building Codes

The proponent is responsible for ensuring the project complies with all applicable codes, regulations, and acts for the relevant jurisdiction for the project. For a full list of codes, please see [YYC Terminal Technical Design and Construction Standards](#).

The Authority Having Jurisdiction (AHJ) for reviewing building code compliance for projects in the terminal building is the City of Calgary.

## 4.3 Design Standards

The Authority's design standards may differ from or exceed building code requirements. For details, see the standards document listed below. The Development Services team will review the project drawing package to verify adherence to these standards and criteria during review of the CIP Application.

Applicable to all projects within the terminal building:

[YYC Terminal Technical Design Standards](#)

YYC Design Criteria\*

*\*The Development Coordinator will provide the proponent's project team with design criteria specific to their leased area.*

## 4.4 Application Drawing Requirements

The drawing package submitted with the CIP application for a project in the terminal building must be, at minimum, 'Issued for 90% Review' to allow for a review of a nearly complete design by the Authority prior to applying for a building permit

Once the drawing package reaches 100% complete design for building permit, the proponent will send the package to the Development Coordinator to show evolution of the design and the incorporation of YYC comments and revisions. All drawings will be reviewed by the Authority, and upon acceptance, will be authorized to apply to the relevant code authority for the permit.

Prior to starting construction, a complete 'Issued for Construction' (IFC) design must be submitted to the Development Coordinator to receive a CIP and authorization for construction.

### Submission Requirements

All CIP applications should include drawings for all work disciplines within the scope of the project and should be in PDF format. The proponent may also submit relevant reports, construction specifications, and material boards to support the application.

Should the project files exceed the maximum allowable size (15MB) or require physical delivery, please coordinate through your Development Coordinator.

## 5. CIP APPLICATION

### 5.1 CIP Submission

All CIP applications with project drawings are submitted online through the [Construction & Installation Permit](#) page of [www.yyc.com](http://www.yyc.com). The online application is sent directly to the Development Services team where a Development Coordinator will be assigned to the project.

Applications submitted without a complete drawing package will not be processed until all required drawings are received.

### 5.2 CIP Application Fee

The Development Coordinator assigned to the project will request payment of a CIP Application Fee once the complete application has been processed. The Fee must be paid before the application is reviewed.

The Fee can be paid online using a credit card or by other methods arranged through the Development Coordinator. Once payment is received, the Development Coordinator will proceed with the design review.

The CIP Application Fee amount is tied to the estimated construction value of the project, which the Authority reserves the right to validate by requesting supporting documentation. The Fee is non-refundable.

### 5.3 CIP Communication

The proponent should expect to communicate regularly with the Development Coordinator assigned to the project and provide timely responses to requests for information and updates on the project. If after six months no contact is made with the proponent, the CIP file may be cancelled and require resubmission.

## 6. SUBMISSION REVIEW

### 6.1 Design Review & Comments

The CIP application package will be reviewed by the Development Coordinator and by technical teams within the Authority.

The proponent assumes all responsibility, liability, and risk for the design. Reviews by the authority do not relieve the proponent's designer of the responsibility to adhere to the Authority's design standards, comply with building code and to verify all existing site conditions. This includes the responsibility to confirm the locations of utility tie-ins, verify dimensions of lease lines, required clearances, and ensuring constructed designs will not obstruct access to Authority assets or infrastructure in any way.

Once the package has been reviewed, the Development Coordinator will provide the proponent with written comments that may specify requirements for construction or changes to the design. If changes to the design are required, the changes must be captured in a revised stamped drawing package and resubmitted for final approval.

## 6.2 Aeronautical Zoning

A detailed site assessment may be required for physical installations outside of a terminal building (including communication antennas, cranes etc.) to determine development limits and confirm aeronautical zoning restrictions. As part of the CIP review, the Development Coordinator will submit aeronautical zoning review applications to Transport Canada and Nav Canada on behalf of the proponent for work on Airport lands. For more information about cranes during construction please refer to section 8.8 Cranes & Large Equipment.

### Transport Canada

Transport Canada enforces the Aeronautics Act and Federal Zoning Regulations. Applicable to Airport Lands are the [Calgary International Airport \(C.R.C., c. 77\)](#) and [Springbank Airport \(C.R.C., c. 115\)](#) Zoning Regulations.

Using coordinates provided in the CIP Application, the Development Coordinator will submit a Transport Canada Aeronautical Assessment for the proposal and associated equipment through [https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/26-0427\\_BO\\_PX](https://wwwapps.tc.gc.ca/Corp-Serv-Gen/5/forms-formulaires/download/26-0427_BO_PX).

Transport Canada has design requirements for buildings, towers, and cranes in accordance with [Standard 621 – Obstruction Marking and Lighting – Canadian Aviation Regulations \(CARs\)](#). Transport Canada also has design requirements for the Aerodrome maneuvering surfaces which can be found in [TP312, 5<sup>th</sup> Edition, Aerodrome Standards and Recommended Practices, Land Aerodromes](#).

### Nav Canada

Land development in the vicinity of the airport is subject to Electronic Zoning restrictions for Air Navigation Facilities operated by Nav Canada.

Using coordinates provided in the CIP Application, the Development Coordinator will apply to Nav Canada ensuring no impact to Air Traffic Control Tower or Electronic Equipment. For specific information on the Land Use Submission Process see: <https://www.navcanada.ca/en/aeronautical-information/land-use-program.aspx>

## 6.3 Thematic Committee Review

Projects, installations and activations that modify, enhance, or change the architectural characteristics of the Terminal Building will be reviewed by the Thematic Master Plan Committee (TMPC). The TMPC will review proposals in relation to the themes outlined in the Thematic Master Plan. This is to ensure a harmonious sense of place and architectural controls are maintained as they relate to guest experience and alignment to functional planning and the YYC brand.

Thematic proposals can be submitted to the assigned Development Coordinator for Committee submission and review in advance of detailed design drawings being submitted to the Authority.

## 6.4 Environmental Assessment

### Impact Assessment

As YYC is located on Federal lands, all projects are subject to the *Impact Assessment Act* (IAA). It is the responsibility of the proponent to meet the obligations of the *Impact Assessment Act* and its regulations. The Authority is the designated Federal Authority under the Act. As such, once a project is submitted through the CIP process, it will be reviewed by the Authority and a determination will be made pursuant to Section 82 of the IAA. If a project requires an Environmental Effects Evaluation (EEE) based on criteria in the IAA, proponents are required to use the [templates](#) provided by the Authority to prepare and submit an EEE along with their CIP application.

Under the IAA, certain classes of projects are exempt from requiring a determination. These are outlined in the [Designated Classes of Projects Order \(SOR/2019-323\) Schedule 1](#). Currently, most but not all in-terminal projects would be considered exempt; however, it is ultimately the proponents responsibility to confirm whether their project is exempt.

The IAA review process may take up to 2 months but can be started prior to construction. It is strongly encouraged to do this as early in the process as possible.



## 6.5 Building Permit

A building permit (BP) from the City of Calgary is required for all construction projects requiring code review and inspection on airport property.

A letter of authorization to apply for this permit will be issued by the Development Coordinator once the building permit drawing package submitted with the CIP application has been reviewed and the comments shared from the Authority have been addressed.

The City of Calgary will not accept an application for a project within the Terminal building without a letter of authorization from the Authority.

Upon receiving the Building Permit, the proponent will provide the approval documents to the Development Coordinator. The proponent is responsible for meeting all requirements and conditions of this permit. If upon the code review changes to the design are required, these must be captured in the final Issued for Construction (IFC) drawing set submitted to the Authority.

Please note that a building permit does not authorize the proponent to begin construction in the terminal building(s). Authorization to construct is only given by the Development Coordinator once all requirements have been met and a CIP has been issued.

## 7. PROJECT APPROVAL

### 7.1 Construction Start-Up Meeting

Once the proponent's contractor is prepared to mobilize construction, a construction start-up meeting will be scheduled between the Authority, the proponent and proponent's contractor.

The purpose of the meeting is to review operational rules and expectations while working in the terminal buildings. The proponent's contractor will be asked to provide information about the project which may include an emergency contact list, a project construction schedule, and a site-specific safety plan.

A comprehensive briefing document will be shared with the project team for reference, acknowledgement, and signature.

## 7.2 Security Deposit

A security deposit may be requested from the proponent to serve as a financial guarantee for the protection of Authority assets, remediation of deficiencies and the collection of record drawings.

The proponent will be notified during the start-up meeting if a security deposit, typically a letter of credit, is required before work can proceed.

The security deposit will be returned to the proponent once all terms and conditions of the CIP have been met.

## 7.3 Authorization to Construct

The Development Coordinator will grant authorization for work to commence on the project through a CIP document when the contractor has provided all requested construction documents.

The CIP is signed by both the proponent and the contractor and must be displayed prominently at the work site or available digitally to demonstrate that the work is authorized by the Development Coordinator.

# 8. CONSTRUCTION PERIOD

## 8.1 Pre-Construction Inspection

In cases where construction may encumber onto areas outside of the proponent's leased space, the Development Coordinator will schedule a pre-construction inspection with the proponent to document the existing conditions.

The contractor is responsible for repairing any damage resulting from the proponent's construction activities.

## 8.2 Securing a Construction Site

All construction materials must be stored in the proponent leasehold, within the limits of the construction hoarding, or as arranged with the Commercial Services team.

### Construction Hoarding

Prior to commencing a large-scale project inside the Terminal building, the proponent will install construction hoarding to secure the site from the public. Hoarding should

extend to the full height of the entrance and be self-contained using a polyethylene sheet membrane to mitigate work producing dust and odors. Please refer to the Authority standard “6.8 Construction Hoarding” in the [YYC Terminal Technical Design and Construction Standards](#).

The hoarding shall remain in place until removal is approved by the Development Coordinator.

## 8.3 Site Access

### Access Requirements

Individuals working beyond the security checkpoint(s) in the terminal must possess a Restricted Area Identification Card (RAIC) or be under escort.

### Restricted Area Identification Card

The proponent is responsible for contacting the YYC Pass Office to check eligibility and apply for the RAIC. For more information related obtaining a RAIC please visit <https://www.yyc.com/en-us/employees-operators/pass-office>.

### Security Escorts

Contractors are responsible for arranging for security escorts for their work as required. Security escorts can be hired through the [YYC Security Escort Form](#) and are staffed by a third-party provider.

The security escorts have multiple qualifications and are assigned based on the project’s requirements and location.

- For projects in the terminal that cross the PSL, a Security Licensed escort must be hired.
- For all other surveillance requirements, please hire a Surveillance escort.

Applications for escorts must be submitted online by 12:00pm on the Wednesday prior to the week they are needed.

### Physical Security Notice (PSN)

Should the proponent wish to alter the Primary Security Line (PSL) for the development or construction activities, a Physical Security Notice (PSN) must be completed advising of the proposed changes to the PSL within the Terminal building.

The Authority’s Security team must review and approve the changes before any are made. After the modifications are completed, a member of the Authority’s Security team will inspect and verify the integrity of the PSL.

## Parking

Contractor parking for projects in the terminal is available in the public lots adjacent to the terminal building. Payment for parking is the responsibility of the contractor.

Long term parking is available for purchase in an Employee Lot and can be arranged directly using the [Employee Parking Permit Application](#). Trailers are not permitted in public lots except by special permission of the Authority.

## 8.4 Garbage, Debris & Deliveries

The Authority aims to achieve zero waste by 2050. All waste created by construction and demolition activities must be characterized for reuse, compost, recycling, or landfill. When appropriate, all waste generated on a project must be diverted from landfill and all applicable recycling slips must be kept on record and submitted to the Authority.

All construction waste bins must be emptied on a regular basis. At no time can any construction waste be deposited in a guest-facing garbage bin or in the Authority's Waste Handling Facilities.

For projects requiring substantial amounts of garbage removal, the Development Coordinator will work to identify a location for a dumpster that can be accessed regularly for disposal.

Proponents and contractors are responsible for ensuring a clean area around the construction site and must minimize the spread of dust.

The Authority encourages all contractors to adopt sustainable waste management practices.

### Deliveries

Deliveries of large materials or equipment must be coordinated in advance through a Development Coordinator and should make use of the Authority's loading docks. Materials accepted through the loading docks can be relocated through public areas of the Terminal building during quiet hours. Escalators and moving walkways shall not be used transport materials and/or equipment. The Development Coordinator will provide approved delivery routings to a proponent's site that use approved freight elevators.

Construction material may not be stored or stockpiled in any public area without prior approval from the Development Coordinator.

### **Curbside Parking Permit**

Deliveries will typically make use of the Authority's loading docks, however in certain cases, the proponent may be able to obtain a Curbside Parking Permit allowing temporary parking along the arrivals or departures roadways directly adjacent to the Terminal building.

The departure and arrival roadways have Gross Vehicle Weight Restrictions (GVWR) that must be followed for this permit to be approved.

## **8.5 Construction Working Hours**

Any work that is guest facing, is noisy or produces dust and odor inside the Terminal building must be completed during quiet hours, typically from 1:00am – 4:00am. If work is occurring behind hoarding and not passenger facing, permission may be granted to work outside these hours by the Development Coordinator. If daytime work is found to be disruptive to operations, the Authority may require work to stop and resume after the last flight of the day.

## **8.6 Pre-Board Inspection**

Inspection of all utility connections must be verified by the Authority (Mechanical, Electrical, and IT), prior to the construction of any walls or these utilities being closed in. Please contact the Development Coordinator to arrange for these inspections.

## **8.7 Safety**

Safety is a shared responsibility between the proponent, Prime Contractor and the Authority as defined in the Alberta *Occupational Health and Safety Act* (OHS).

The Authority has a mandate to ensure a safe, secure, and efficient operation to keep the airport free of accidents and hazards. Proponents and their contractors support the Authority's mandate by reinforcing safe work practices during construction.

### **Prime Contractor**

A CIP will designate the recipient as the Prime Contractor in respect of the worksite for the purposes of the OHS. The Authority may also issue a Prime Contractor letter outlining the work area of the project that will be under the Contractor's control until the project has been completed.

The contractor must ensure a health and safety committee is established where required by the OHS. Where a site does not require a committee, the prime contractor

should appoint health and safety representatives as prescribed in the OHS. For large or complex construction projects, the proponent should strongly consider requiring the prime contractor to have a health and safety professional on staff.

### **Site Specific Safety Plan**

For most projects, a Site-Specific Safety Plan (SSSP) will be required from the proponent's Contractor and will be reviewed by the Authority. The SSSP must meet and/or exceed any applicable occupational health and safety requirements, and the standards set out in the [Health, Safety, Security & Environment \(HSSE\) Standards for Prime Contractors](#) which can be provided by the Development Coordinator upon request.

### **Monitoring of Construction Projects**

The Authority reserves the right to supervise and monitor all construction activities within the terminal building(s). Contractors should expect to provide regular access to the construction site for the Development Coordinator or Safety representative as required.

The proponent's contractor may be asked to attend progress meetings with the Authority to discuss construction schedule, safety, security, airport operations and/or other issues, as required.

## **8.8 Hazardous Materials**

The Authority has a [Hazardous Material Management Standard](#) to protect public safety, prevent pollution of the environment, and improve the airport community's ability to respond safely in the event of an emergency. This standard establishes requirements related to the handling of hazardous materials on property.

### **Substance Release or Spill**

If there are any spills in relation to the project, the contractor must immediately call the Integrated Operations Centre (IOC) at 403-735-1300, selecting 'Option Two', to report the spill. In addition to the call to the IOC, an online [Spill/Release Report Form](#) must also be submitted.

## **8.9 Emergency Response**

In all emergencies the first call is to 911. All incidents and accidents must then be reported to the IOC at 403-735-1300, selecting 'Option Two', to coordinate the response with respective Fire Departments, Emergency Medical Services (EMS) and YYC responders.

All fires, regardless of size, must be reported to the IOC to ensure they are fully extinguished. The Calgary Fire Department (CFD) manages fire emergencies in the terminal.

## 8.10 Operational Shutdown Permits

Certain construction activities will require safe work permits. Applications for these permits are available online and must be submitted 5 business days prior to the required shut down date.

### Hot Works & Dust Permit

Prior to undertaking cutting, welding, soldering or other hot work involving use of flame, arcs, or sparking devices, the contractor must obtain a [Hot Works & Dust Permit](#).

If a shutdown of associated systems (sprinklers etc.) is required, then the contractor must also apply for a separate Services Shutdown Permit.

### Baggage Safe Work Permit

A [Baggage Safe Work Permit](#) authorizes work above or near the Baggage Handling System (BHS) in the Terminal building. This includes working near baggage carousels and claim units on the Arrivals and Departures levels. If a shutdown of equipment in the vicinity of the BHS is required, a Services Shutdown permit must also be requested in addition to this permit.

### Services Shutdown Permit

If access to, or a shutdown of any of the following systems is required, the contractor must obtain a [Services Shutdown Permit](#):

- Electrical distribution
- Fire/smoke alarm systems
- Sprinkler systems
- HVAC system
- Baggage Handling System
- Domestic Water Supply
- Sanitary Sewer System
- Storm Water Collection System
- Roadway work
- Telecommunications, Cable (terminal)
- Fuel lines, Natural Gas lines
- Marriott Hotel

### **Coring Permit**

Before coring or drilling pilot holes in the terminal building, on departure and arrival roadways, or in YYC-owned buildings, the contractor must obtain a [Coring Permit](#).

## **8.11 Cranes & Large Equipment**

If the project requires the use of a crane or large equipment, the contractor must advise the Development Coordinator with as much notice as possible to determine if Transport Canada and Nav Canada assessments are required. Reviews by external agencies can take up to 12 weeks.

If assessments are required, the Development Coordinator will require information such as the detailed location of equipment, crane swing radius, and maximum heights.

### **YYC Crane Assessment**

The contractor must submit a [Crane Assessment](#) at least five days in advance of deploying a crane. The applicant must include the Nav Canada and Transport Canada assessments and follow all conditions within those assessments.



## 9. PROJECT CLOSEOUT

### 9.1 Project Completion

The proponent is responsible for obtaining final inspections from the relevant Authorities Having Jurisdiction (AHJ) or other inspectors to obtain valid occupancy. All inspection reports must be submitted to the Development Coordinator.

### 9.2 Final Inspection with the Authority

The proponent shall notify the Authority when all deficiencies are addressed, and the site is clean. The Authority will conduct a final inspection to confirm that work has been fully completed in accordance with the approved drawings verify proper clean-up of all areas related to its work prior to opening for business. The Development Coordinator identify any damage to YYC infrastructure that is the responsibility of the proponent to remedy.

### 9.3 Record Drawings

The provision of project record drawings is a term of the Lease and must be submitted to the Development Coordinator within 45 days of construction completion. This period may be extended with approval from the Development Coordinator.

#### **Return of Security Deposit**

When all conditions of the CIP have been met, the security deposit will be released to the proponent. If the required record drawings or remediation of damage are not completed and the proponent is unwilling to fulfill these obligations within a reasonable period, the Authority will draw on the security deposit to undertake the work at the proponent's expense.

**For any questions or concerns relating to your project in the design, pre-construction or construction phases please contact the Development Services team at [CIP@yyc.com](mailto:CIP@yyc.com).**