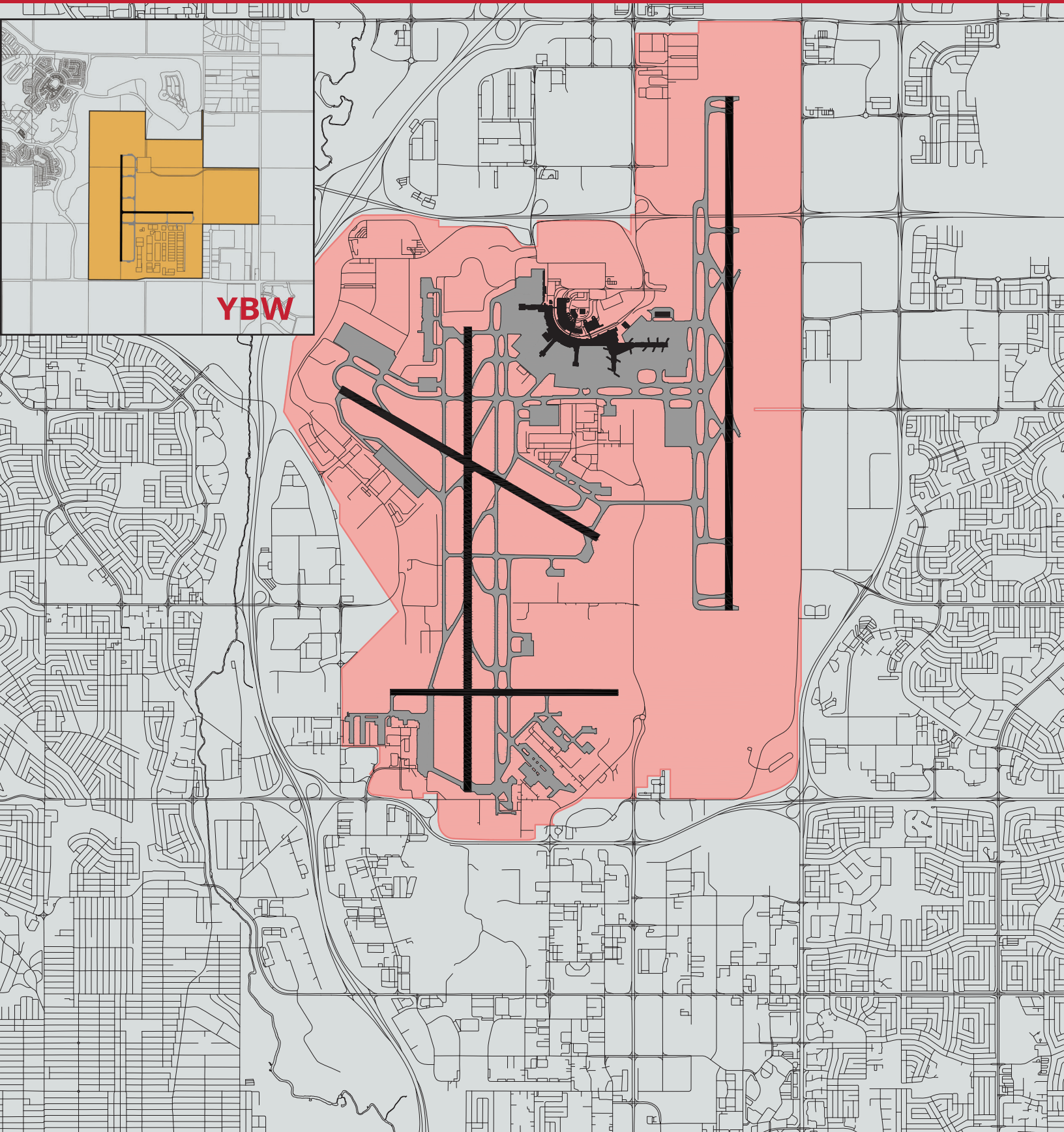




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Revision

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.

For information about this user guide or obtaining an official copy, please contact:

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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

AHJ	Authorities Having Jurisdiction
AOM	Airport Operations Manual
AVOP	Airside Vehicle Operator's Permit
BHS	Baggage Handling System
BP	Building Permit
CARs	Canadian Aviation Regulations
CFD	Calgary Fire Department
CIP	Construction & Installation Permit
CIAR	Canadian Impact Assessment Registry
CofC	City of Calgary
DP/ADP	Development Permit (or Airport Development Permit)
EEE	Environmental Effects Evaluation
EIA	Environmental Impact Assessment
EMS	Emergency Medical Services
EOR	Engineer of Record
FOD	Foreign Object Debris
HSSE	Health, Safety, Security & Environment
IFC	Issued for Construction
IOC	Integrated Operations Centre
NAV	Nav Canada
OHS	Occupational Health and Safety Act

PCO	Plan of Construction Operations
PSL	Primary Security Line
PSN	Physical Security Notice
RAIC	Restricted Area Identification Card
RVC	Rocky View County
SDS	Spatial Data Services
SSSP	Site Specific Safety Plan
TC	Transport Canada
the Authority	Calgary Airport Authority
TIA	Traffic Impact Assessment
YBW	Springbank Airport
YYC	Calgary International Airport

1. CALGARY AIRPORT AUTHORITY CONTACTS

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

Real Estate Development (Land, Springbank Projects)

Email: lands@yyc.com

Commercial Marketing & Partnerships

Email: 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.

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 agents) on airport lands 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 a professional stamp, and for the inspection of construction to ensure conformity with the drawings, specifications, and all applicable codes, regulations, and acts.

The Authority has specific design standards for construction on airport land. 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 development opportunities on airport lands must have the support of the Real Estate team before applying for a CIP. Please see the [Calgary Airport Authority Contacts](#) section to contact the team.

The Real Estate team will collaborate 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 Real Estate 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 the project drawings 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 can include water, sanitary, storm, airfield electrical, and third-party utility linework for areas on airport land. 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 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 Airport Development Permits and Building Permits as well as outlines site plan requirements for buildings 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 Land Development Technical Design and Construction Standards](#).

Authorities Having Jurisdiction (AHJ) for reviewing building code compliance for projects on YYC airport lands is the City of Calgary. For all projects at Springbank Airport, the AHJ is Rocky View County.

4.3 Design Standards

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

Applicable to all projects on airport land:

[Land Development Technical Design and Construction Standards](#)

Also applicable to projects at Springbank Airport:

[Springbank Airport Guidelines](#)

4.4 Application Drawing Requirements

For any new land developments projects requiring an Airport Development Permit from the City of Calgary and Rocky View County, the proponent will submit a CIP application with a complete Development Permit drawing package.

For all projects where only a Building Permit is required, the drawing package attached to the CIP Application should be ready to be submitted for a Building Permit review. 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 the 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. 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

Once the CIP Application is processed, 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 underground utilities, 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 new land buildings, towers, site development work and cranes 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 8.7 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.

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, 5th Edition, Aerodrome Standards and Recommended Practices, Land Aerodromes](#).

Plan of Construction Operations (PCO)

Projects involving construction on the airfield or that would require airfield restrictions or closures of any maneuvering surface must prepare a Plan of Construction

Operations (PCO) for the Authority. The Authority will review and provide the PCO to Transport Canada for approval of any deviations from the Airport Operations Manual (AOM). Templates are available to assist proponents in developing PCOs.

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 Environmental Assessment

Impact Assessment

As YYC and YBW are 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 a 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 proponent's responsibility to confirm whether the 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.

Environmental Construction Operations (ECO) Plan

As part of the Environment team's technical review, the proponent may be asked to provide a detailed Environmental Construction Operations (ECO) Plan before starting construction activities. Typically, an ECO plan is required for major projects such as new buildings, sites, or civil work and is intended to provide guidance to workers to minimize adverse environmental or wildlife effects of construction activities.

The Authority follows the ECO Plan Framework document in use by Alberta Transportation, the City of Calgary, and the City of Edmonton. A copy of the ECO Plan Framework can be found in the [YYC Land Development Technical Design and Construction Standards](#).

Erosion and Sediment Control (ESC) Plan

The proponent may be asked to provide a detailed Erosion and Sediment Control Plan outlining mitigations to prevent erosion and sedimentation problems on a construction site. This plan should follow the latest City of Calgary guidelines.

6.4 Development Permit - City of Calgary

A Development Permit (DP) is required for new development or change of use for an existing building on airport lands as defined in the City of Calgary and Calgary Airport Land Use Agreement.

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

The City of Calgary will not accept a Development Permit application for a project on airport land without a Letter of Authorization from the Authority.

Traffic Impact Assessment

Any projects impacting existing vehicle traffic patterns in surrounding areas may require a Traffic Impact Assessment (TIA) study to ensure existing roads and signals can accommodate the planned development. It is advisable for proponent's to have a TIA completed in advance of a CIP application to support the Development Permit application to the City of Calgary.

6.5 Building Permit

A building permit (BP) from the City of Calgary or Rocky View County 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. The municipalities will not accept an application for a project on airport lands 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 on airport property. 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 on airport property. 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 area, the Development Coordinator will schedule a pre-construction inspection with the proponent and the Contractor. This inspection may include documenting the pre-construction conditions of the surrounding sidewalks, roadways, entrances, streetlights, and landscaping.

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's leasehold, within the limits of the construction fencing, or as arranged with the Real Estate team.

Construction Fencing

Proper barricades or delineation must be placed around work sites when in public or high-traffic areas on airport land. If the construction or demolition site poses a hazard to public safety, the construction fence must be a minimum six (6) feet high. If the construction area is located airside or the construction fencing will connect to the airside fence, the construction fence must be a minimum of eight (8) feet tall and meet the 'Airside Fence' requirements as outlined in the [Land Development Technical Design and Construction Standards](#).

8.3 Site Access

Access Requirements

Individuals working within the Airside perimeter on Airport land must possess a Restricted Area Identification Card (RAIC) or be under escort.

Restricted Area Identification Card (RAIC)

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 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 occurring airside requiring vehicle escort on the airfield, a security escort must be hired and hold a D or DA Airside Vehicle Operator's Permit (AVOP).
- 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 or airside fencing.

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

Parking

Contractor parking for projects on airport land must be within the proponent leased area, or in an area approved by the Development Coordinator.

8.4 Garbage and Debris

All garbage containers must be covered and emptied on a regular basis. Proponents are responsible for preventing construction materials from blowing onto the road or aircraft maneuvering surfaces and becoming Foreign Object Debris (FOD). FOD is a serious risk to airport operations and proponents must proactively mitigate this risk.

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

All soil and other material must be responsibly disposed of off-airport property.

8.5 Safety

Safety is a shared responsibility between the proponent, the 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 and to keep the airport free of accidents and hazards. Proponents and 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 on airport lands. 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.

8.6 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.

8.7 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. Pro-Tec manages all fire and medical emergencies on the airfield, while CFD manages other fire emergencies on airport land. At Springbank Airport, Rocky View County Fire Services responds to fire emergencies.

8.8 Operational Shutdown Permits

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

Airfield Hot Works Permit

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

Services Shutdown Permit

If access to, or a shutdown of any of the following systems is required on airport lands or in any YYC owned building, the contractor must obtain a [Services Shutdown Permit](#):

- Airfield Electrical distribution
- Temporary Hydrant Use
- Sanitary Sewer System
- Stormwater collection system
- Roadway
- Telecommunications
- Fuel lines

Coring Permit

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

8.9 Ground Disturbance

Ground disturbance work on Airport lands requires the following safe work permits to help protect underground utilities managed exclusively by the Authority.

Utility Locate Permit

To locate underground utilities on Airport lands, the contractor must engage the Authority's approved locator(s) who have records of all underground infrastructure owned by the Authority. To engage an approved locator, the contractor must obtain a [Utility Locate Permit](#) to begin this process.

For any required utility locating within an Airside area, the proponent is responsible for ensuring locator staff are escorted.

If any ENMAX, ATCO, Fortis or any other third-party owned utilities around the excavation site are identified, the proponent is responsible for engaging Alberta One-Call to locate and notify the owners and are responsible for following any applicable third-party ground disturbance procedures and securing any applicable crossing agreements.

Excavation, Hydrovac and Directional Drill Permit

With copies of all applicable locate reports the contractor can proceed to obtaining an [Excavation, Hydrovac & Directional Drill Permit](#) which is required prior to any ground disturbance on airport land.

All permit applications are reviewed by the Authority's Civil Engineering team who may require authenticated Issued for Construction (IFC) drawings outlining the scope and include details related to backfilling, compaction requirements and pavement structures.

In cases where directional drilling is required, the contractor will be permitted to daylight and confirm depths of existing underground infrastructure by hydrovac methods. The contractor will then be required to provide a stamped drill profile indicating the surveyed depth of existing utilities and the proposed alignment.

An Excavation Permit can be valid for up to 30 days and can be extended as required.

8.10 Cranes & Large Equipment

If the project requires the use 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.