



Facilities Alterations Permit (FAP) Close-out Checklist

This checklist is a summary of the final documentation required by Construction Compliance & Permits Office (CCPO) for the issuance of the Occupancy/Use Permit and/or 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 Number: _____ **Project Name:** _____

Requirements for an Occupancy/Use Permit					
<p>1. FAP closeout process has been initiated by the submission of a completed "Request for a Final Inspection" form sent to CCPO for:</p> <p style="text-align: center;">Date: _____ Time: _____</p> <p>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.</p>					
Corresponding GRCC's submitted with FAP Application	Professionals' Assurance Letter & Report		Corresponding GRCC's submitted with FAP Application	Professionals' Assurance Letter & 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"/>
<p>3. LMDG's Occupancy Recommendation <input type="checkbox"/></p> <p>4. Fire Prevention Sign-off <input type="checkbox"/></p> <p style="text-align: center;"> Fire Alarm Audibility Witnessed (as applicable) <input type="checkbox"/> Emergency Lighting Witnessed (as applicable) <input type="checkbox"/> Fire Extinguisher Coverage Confirmed (as applicable) <input type="checkbox"/> </p> <p>5. GTAA Plumbing Sign-off Email ----- <input type="checkbox"/></p> <p>6. ESA Inspection Certificate ----- <input type="checkbox"/></p> <p>7. TSSA Certificate (If applicable) ----- <input type="checkbox"/></p> <p>8. Region of Peel Health Clearance Letter (for Food & Beverage only) ----- <input type="checkbox"/></p> <p>9. AGCO Approval Letter (for Liquor Service only) ----- <input type="checkbox"/></p> <p>10. Fire Alarm Contractor's Verification Report & Inspection Letter ----- <input type="checkbox"/></p> <p>11. Sprinkler Contractor's Materials & Test Certificates <input type="checkbox"/> & Inspection Letter <input type="checkbox"/> ----- <input type="checkbox"/></p> <p>12. Specialized/Pre-engineered System Contractor's Verification Certificate(s) ----- <input type="checkbox"/></p> <p>13. New - Kitchen Equipment Compliance with NFPA 96 & ACC Sentence 4.6.8.3(7) – Engineer's Letter ----- <input type="checkbox"/></p> <p>14. Firestopping Installation Reports <input type="checkbox"/> & Installation Certification Letter <input type="checkbox"/> ----- <input type="checkbox"/></p> <p>15. Coring Reports including: Structural Review Report, Scanning Report and Completed Sign-off Form ----- <input type="checkbox"/></p> <p>16. Copies of all Contractor's Hot Work Safety Permits Sign-off Checklists Issued under this FAP ----- <input type="checkbox"/></p> <p>17. Fire Retardant Application Certification Letter ----- <input type="checkbox"/></p> <p>18. HVAC Air Balancing Reports ----- <input type="checkbox"/></p> <p>19. Consultants' Record Drawings (PDF & CAD) <input type="checkbox"/> & Contractors' Red-lined Drawings (PDF) <input type="checkbox"/> ----- <input type="checkbox"/></p>					



FAP Close-out Documentation Guide

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

In preparation for the final inspection, the permit holder, consultant and/or the contractor are to obtain copies of the required final documentation for hand over to the **Independent Code Compliance Consultant (ICCC), GTAA Fire Prevention & 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 close-out 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 Fire Prevention's Inspection(s) Sign-off	This sign-off is issued by GTAA Fire Prevention once they have completed their site reviews and all life safety issues have been addressed.
5. 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.
6. 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.
7. TSSA Certificate	TSSA Certificates 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 &/or serving food & beverages.



9. AGCO Approval Letter	These letters are issued by Alcohol and Gaming Commission of Ontario for restaurants or establishments serving alcoholic beverages.
10. Fire Alarm Contractor's Verification Report & Inspection Letter	These documents are required were the scope of work included revisions or additions to the base building fire alarm system.
11. Sprinkler Contractor's Materials & Test Certificates & Inspection Letter	These documents are required were the scope of work included revisions or additions to the base building sprinkler system.
12. Specialized/Pre-engineered System Contractor's Verification Certificate(s)	These documents are required were the scope of work included revisions or additions to cooking equipment &/or ventilation systems, computer room fixed suppression/detection systems, etc.
13. New - 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 & the Airport Construction Code.
14. Firestopping Installation Reports & Installation Certification Letter	These documents are required were the scope of work included penetrations through fire rated separations i.e. walls, floors, ceilings, etc.
15. Coring Reports including: Structural Review Report, Scanning Report and Completed Sign-off Form	
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.
17. Fire Retardant Application Certification Letter	These documents are required were the scope of work involved the removal of fire retardant from base building structural components which must then be repaired &/or replaced upon completion of the work.
18. HVAC Air Balancing Reports	These documents are required were the scope of work included revisions or addition to the base building HVAC systems.
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: a 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.