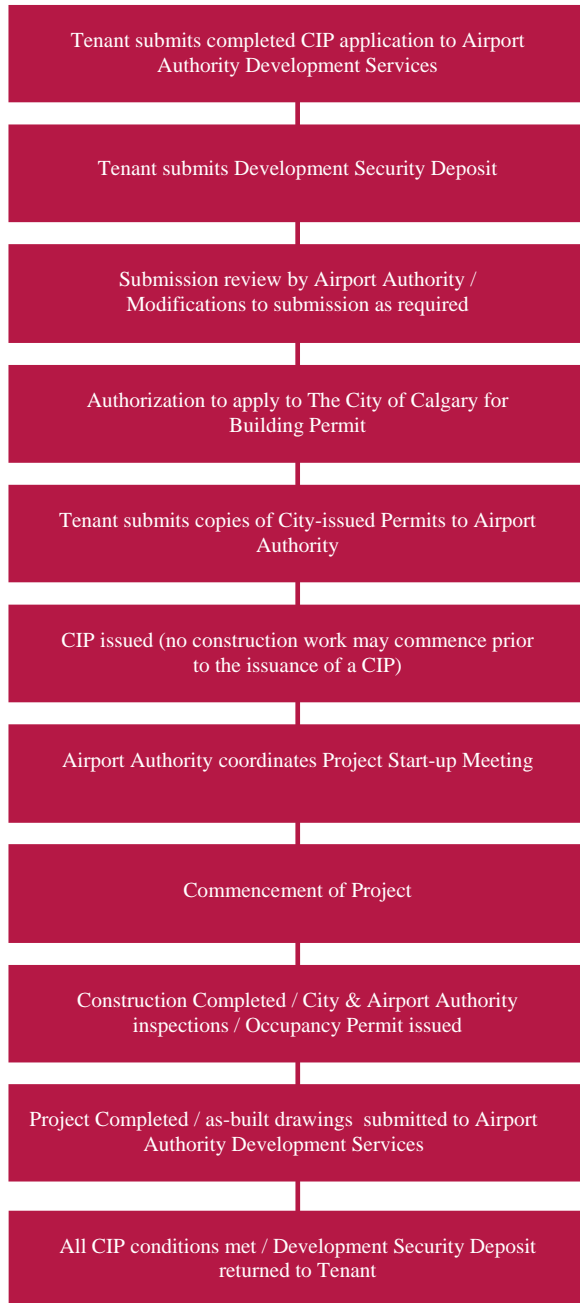


The CIP process for ATB development projects:



Questions?

For tenant development inquiries at Calgary International Airport or Springbank Airport, contact:

Aleksandra (Ola) Pajak
Manager, Development Services
403.735.1354 olap@yyc.com

Garnette Arsenault
Development Coordinator
403.735.1535 garnetta@yyc.com

Stefan Kutac
Development Coordinator
403.735.5343 stefank@yyc.com

William Lampard
Development Coordinator
403.817.8322 williaml@yyc.com

General development inquiries and CIP submissions can be directed to cip@yyc.com.

Visit our website at www.yyc.com (click Business at YYC – Planning and Engineering – Tenant Development Services) for more information and to see a complete list of documents available for download.



THE DEVELOPMENT PROCESS FOR TERMINAL BUILDING TENANTS

CONSTRUCTION & INSTALLATION PERMIT (CIP)

SEPTEMBER 2014

PLANNING & ENGINEERING

YYC CALGARY AIRPORT AUTHORITY

What type of work requires a Construction & Installation Permit (CIP)?

- The construction or installation of any **new** building, structure or underground service (communications, utilities) on airport property.
- Any **modification to existing** buildings or structures which: changes the exterior appearance or internal floor plan; changes the use of the facility or its occupancy capacity; results in an increase or decrease in the size or elevation of a facility; or results in any increase or decrease in utilities or service connections.
- Any project which creates or modifies vehicle, aircraft or people moving facilities, including roads, parking lots, driveways, sidewalks, access/egress lanes, aircraft aprons, taxiways & runways.
- Any construction or modification of landscaping, signage, exterior lighting, gates, or fencing.
- Any demolition or removal of facilities or services.

The CIP Application Form:

- The CIP application form is to be completed in its entirety and returned to the Airport Authority Development Services offices for processing. Completed CIP application forms can also be emailed to cip@yyc.com.
- Once the application has been submitted, it will enter the preliminary review stage. The CIP Application Form is available for download at www.yyc.com (click on Business at YYC - Planning and Engineering – Tenant Development Services).

Telecommunication Services Request (TSR):

- When a Tenant requires a change, addition, disconnection or removal of telecommunications services, a TSR form must be completed and submitted to the Airport Authority's Information Technology & Telecommunications Department. These services include voice, data, video, internet, telecommunications networks or equipment. The TSR form is available for download at www.yyc.com (click on Business at YYC - Planning & Engineering – Tenant Development Services).

Tenant Design Standards & Guidelines:

- Design criteria and construction procedures for all terminal building complex (ATB, parkade, car rental centre, ACC) tenant space projects can be found in the *Tenant Design Standards & Guidelines* manual, which is available online at www.yyc.com (click on Business at YYC – Planning and Engineering – Tenant Development Services and choose the PDF file available for download).
- The manual includes design & construction criteria for:
 - ➔ All concession spaces (including retail, food & beverage, kiosks and specialty);
 - ➔ Tenant offices & administrative spaces;
 - ➔ Advertising & promotional installation standards;
 - ➔ Base-building specifications;
- Developments are also subject to all other applicable codes and regulations.

Development Approval Checklist:

A submission for development approval requires various pieces of information to be provided to the Airport Authority. These include:

- Completed CIP application form
- Construction drawings in printed and electronic (.PDF) formats. Note: to help expedite the evaluation and approval process, the Airport Authority may request some drawings in AutoCAD (.DWG) format
- Completed Telecommunication Services Request (TSR) form (if required)
- Development Security Deposit
- Approved City-issued Permits
- Construction Schedule
- Project Team Contact Information

Applying for a City of Calgary Building Permit:



- The Airport Authority will issue a Letter of Authorization for the tenant to apply to The City of Calgary for a Building Permit when required.
- A copy of the approved Building Permit from The City of Calgary **must** be submitted to the Airport Authority prior to a CIP being issued. A Building Permit from The City of Calgary **does not** constitute approval for a CIP application.
- The City of Calgary will conduct inspections of the project area where required.
- If the project requires a Building Permit, an Occupancy Permit is issued by The City of Calgary and a copy must be supplied to the Airport Authority prior to occupancy.

Development Security Deposit:

- A refundable Development Security Deposit (usually in the form of a Letter of Credit) is required for all terminal building development projects and is returned to the Tenant once all the terms and conditions of the CIP have been fulfilled.

Working in Restricted Areas:

- If work is to be done in a Restricted Area of the terminal building, the Tenant is responsible for obtaining **Security Escorts** (normally provided through the Canadian Corps of Commissionaires).
- The Tenant, its contractors and workers are also responsible for following all Transport Canada regulations regarding working in a Restricted Area.
- All security and escort requirements should be confirmed with the Airport Authority prior to the start of construction.