

Contractor (Requestor) Information

*The Permit Office is required to be notified, by person to whom a Facility Alteration Permit is to be issued, of the readiness of the Contractor to start the work. The relevant **Notice of Work & Shut Down Request** shall be completed by the Contractor and submitted to the appropriate PortsToronto Business Unit for **approval prior** to the commencement of construction activities. **Minimum 48h notice** is required before any shutdown commencement.*

FAP #: _____ Project Name: _____

Contact Name (Applicant):

Last First

Company Name: _____

Company Address: _____
Street Address

_____ *City Province Postal Code*

Phone: _____ Email: _____

Work being done by (if different from Applicant):

Contact Name (Site):

Last First

Company Name: _____

Phone (Site): _____ Email: _____

Description of Proposed Work

Address/Exact Location of Work: _____

Nature of Work: _____

Time Period of Work (Start Date/Time and End Date/Time): _____

Disclaimer and Signature

The information contained in this application is true to the best of my knowledge.

Signature: _____ Date: _____

Shutdown Request (as applicable)

Type of Shutdown Requested:

- Fire protection or life safety system
- Elevator/escalator
- HVAC
- Electrical
- Utilities

Start and Duration of Shutdown Request:

Start Date and Time : _____

End Date and Time : _____

Impacts on Operations:

- Yes Description: _____
- No

Exact Location of Affected Area:

Note: if applicable, include a plan drawing of indicating the specific area affected

Scope of Work and Method:

(as required, drawing of the area to be included)

Description of Precautions to be Taken, as applicable (Risk Assessment):

Approval

Approved by: _____
designated Business Unit Representative

Date: _____

Signature: _____

On-Site Process for Contractors doing work at BBTCA

1. Contractors **must** contact the **Duty Manager** on **416-203-6942 ext. 17**, prior to commencing any work on site, and advise the Airport Operations Communications Centre when work is complete.
2. Contractor **must** report to the Airport Operations Communications Centre to check in/register and obtain security escort (if required)
3. Contractor **must** possess a copy, paper or electronic, of approved work order while working on site and produce if/when asked.
4. Contractors **must** follow instructions outlined in the Notice of Work. Any discrepancies must be immediately escalated to Notice of Work Approving Authority.
5. Any incident on site must be immediately reported the Airport **Non-Emergency Line** 416-203-6942 ext. 10. For an **Emergency**, please call 416-203-1910.