



Facility Alteration Permits (FAP) Process

1. What work needs a FAP?

- FAP – New Development
Required for any new development on any Saskatoon Airport Authority (SAA) controlled and/or leased property.
- FAP – Renovations
Facility modifications and alterations made to any Saskatoon Airport Authority (SAA) controlled and/or leased property (upgrade, removal, installation).

2. Who needs to apply?

- Anyone involved in activities that impact existing infrastructure must apply for a FAP. This includes:
 - Existing tenants (those currently leasing airport facilities)
 - Prospective tenants (individuals or businesses seeking to lease airport properties)
 - Agents of the airport (representatives acting on behalf of the lease holder)

All Facility Alteration Permit applications must be submitted by the primary lease holder.

3. Submission Requirements

- Completed Facility Alteration Permit application
 - Including: detailed scope of work & drawings.
- Nav Canada Land Use Proposal Submission Form (when applicable)
- Transport Canada Aeronautical Assessment Form (when applicable)
- Plan of Construction Operations (when applicable: work has impacts to airport operations)
- Dig permit (when applicable)
- Building code approval by Municode (when applicable)
- Environmental Assessment (when applicable) as per the [Canadian Environmental Assessment Act & Regulations](#).
- The Saskatoon Airport is located on Federal Land, therefore some FAPs may require review under the Impact Assessment Act, 2019. Based on project scope, the SAA will determine when proposed work should be reviewed under this act and will identify what information is needed to proceed with the assessment.



4. How to apply for a FAP

- Fill out our [online application form](#)
- Please read the Guidelines for the permit you are applying for:
 - [New Development](#)
 - [Renovations](#)

5. Review Process

- The SAA FAP Committee, consisting of SAA VPs and Managers impacted by a proposed project, will assess the application for compliance with operational standards and its impact on airport operations.
- After review, the SAA FAP Committee will respond with one of the following:
 - **Approved** – applicant is approved to proceed with the work
 - **Rejected** – does not meet SAA standards
 - **Conditionally Approved** – dependant on 3rd party approvals (Nav Canada, TC)
 - **Pending** – More information needed
- Applicants will receive a response within 7-10 business days
 - Depending on scale and scope of the project, completeness of the submission, and where additional reviews are required from external agencies such as NAV CANADA or Transport Canada, full approval may take up to 45 days.
- Work may not proceed until permit is **APPROVED**

6. Questions?

- Please email FAP@yx.e.ca