



RED DEER AIRPORT AUTHORITY DEVELOPMENT PROCEDURES

All development proposal applications at the Red Deer Airport require formal review by the Red Deer Airport Authority (“Airport Authority”) prior to approval. A completed Construction and Installation Permit (CIP) application (see Appendix “B”) and any materials deemed necessary by the Airport Authority must be submitted by the Applicant along with the CIP application before the review process can proceed.

The Development Process generally consists of, but is not limited to, the following steps:

- 1) Submission of a completed CIP application for the proposed development and any supporting materials by the Applicant to the Red Deer Airport
- 2) The CIP application will be circulated for internal review by the Airport Authority. Additional materials or requirements may be requested from the Applicant. Modifications to the Applicant’s development proposal may be requested by the Airport Authority. Any modifications to the development proposal must be completed prior to the Airport Authority authorizing the Applicant to apply for a Building Permit. The internal review of the Applicant’s development proposal may also include a review by NAV Canada and/or Transport Canada and additional due diligence by the Airport Authority to ensure the development proposal is consistent and compatible with the Red Deer Airport’s operations.
- 3) Upon completion of the internal review to the satisfaction of the Airport Authority, a letter will be provided authorizing the Applicant to proceed with the submission of a Building Permit application to the County of Red Deer. A copy of the Building Permit must be provided to the Airport Authority by the Applicant upon approval by the County of Red Deer prior to proceeding with any work on site. **Approval of a Building Permit does not constitute approval by the Airport Authority for the Applicant to proceed.**
- 4) Once the Building Permit has been issued by the County of Red Deer and provided to the Airport Authority, a Construction Installation Permit (CIP) will be issued to the Applicant subject to the Airport Authority’s approval. The CIP must be posted on-site during the construction/development of the site.



- 5) Prior to construction beginning on-site, the Applicant may, at the discretion of the Red Deer Airport, be required to attend a start-up meeting with the Airport Authority in order to coordinate scheduling, hours of work, and security. The Applicant will be required to provide emergency contact information prior to commencement of construction.
- 6) Upon completion of the construction/development of the site, a final inspection will be conducted to ensure the final construction meets with the approved CIP.
- 7) The County of Red Deer may inspect the site to ensure it meets with building codes. An Occupancy Permit may be required by the County of Red Deer to ensure the building meets applicable codes and regulations. A copy of the Occupancy Permit must be provided to the Airport Authority prior to occupation of the building premises.
- 8) As-built drawings are to be provided to the Airport Authority within 30 days of completion of construction.