

GENERAL AVIATION TENANT CONSTRUCTION PERMIT APPLICATION

Application No.: _____ (By Port)

Lessee: _____ ("Lessee") Date: _____

Lessee Address: _____

Project Manager: _____ Phone No.: _____
Email: _____

Local Contact: _____ Phone No.: _____
Email: _____

Local Address: _____ Fax No.: _____

Lessee hereby applies for a permit from the Port of Portland ("Port") to make the alterations, modifications, changes, or additions described below ("Work"), and, if the Port issues the permit, agrees to abide by the conditions set forth in this application.

PLEASE READ AND SIGN THE BACK OF THIS APPLICATION

Scope of proposed work and project value:

Proposed Start Date: _____ Estimated Completion Date: _____

Contractor Name: _____ CCB License No.: _____

Contractor Address: _____ Phone Number: _____

City, State, Zip Code: _____ Contractor Contact: _____

Contractor Email: _____

Submit the following with this Permit Application Form:

- **One electronic copy of your detailed plan set to scale, specifications, maps, and renderings if applicable. (All architectural drawings must be signed and stamped by an architect and/or engineer registered in the State of Oregon)**

- **If unable to provide an electronic submittal package, then please send one printed 11x17 copy with specifications attached to Don DeMarco at 7200 NE Airport way, Portland, OR 97218.**
- **One recyclable materials board if applicable.**

CONDITIONS: In consideration of the issuance of a permit by the Port of Portland the lessee:

1. Will make such alterations, modifications or additions strictly in accordance with the permit and approved plans. Improvements will commence within three (3) months of issuance of the permit and be completed in a timely manner. Lessee will restore contiguous areas affected by the improvements to original condition.
2. Shall obtain all necessary federal, state, county and city permits and shall comply with all applicable laws, codes, and regulations in addition to Port of Portland airport rules and regulations including security badging. Contractors working on Port of Portland-controlled facilities or property must be duly licensed by a local jurisdiction and provide proof of adequate insurance.
3. Agrees to indemnify and save harmless the Port of Portland, its commissioners, agents and employees from any and all claims, costs and damages which may arise directly or indirectly from any of lessee's work or from lessee's representations made pursuant to a permit or the work, action or negligence of lessee's contractors, agents or addition to Oregon's Worker's Compensation statutes commensurate with the project.
4. Understands that the issuance of a permit, approval of plans or inspections of the work by the Port of Portland, its commissioners, agents or employees shall in no way be construed as approval of the design or method of construction as far as structural soundness or compliance with applicable codes or regulations is concerned.
5. Agrees that the issuance of a permit is not to be construed as an alteration or amendment of any lease or operating agreement with the Port of Portland.
6. Understands that hazardous or toxic building materials may exist in areas planned for construction. Even minor construction activity may potentially cause worker or occupant exposure. Lessee agrees to conduct a thorough survey for such conditions/materials prior to starting any construction. The Port of Portland shall be notified in writing that the survey has been completed and of its findings.
7. Agrees to notify the Port of Portland seven (7) days prior to commencement of construction. The Port of Portland will schedule a pre-construction meeting when applicable and understands that all work is subject to Port of Portland inspection and further agrees to notify the Port of Portland twenty-four (24) hours prior to completion of work for a final inspection by Port of Portland.
8. Agrees to accomplish the work described in the permit application without interference with any other construction, maintenance, operation or other activity authorized by the Port of Portland and understands that the Port of Portland has the right to suspend the permitted work when any conflicts or interference's occur for such time as it deems necessary.
9. Agrees to submit to the Port of Portland, within **90** days of completion of the work one full-size set of as-constructed drawings, an electronic format (Auto Cad) CD, two copies of any operating and maintenance manuals, and one copy of final inspection documents under the City of Hillsboro or Troutdale's permit.
10. All structural or nonstructural alterations or additions, including all wiring and conduit, are subject to removal and restoration of the premises to its conditions prior to the construction of such alterations or additions, at the sole discretion of the Port, upon expiration or earlier termination of Lessee's Agreement

By signature below I ensure that I have read, understand and agree to abide by the condition as listed above as well as those that might be specified in the permit. I also agree not to start any work as identified on the application prior to the issuance of a permit and if so do accept the responsibility of meeting any conditions specified in the permit and if a permit is not granted to restore any affected area to original condition.

Authorized Lessee Signature: _____

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INFORMATION SHEET

(12/05)

PURPOSE:

To help airport tenants comply with their contractual obligations regarding construction on their leaseholds.

To ensure compatibility with existing facilities and systems, other planned development as identified in the airport master plan, compliance with Port aviation development guidelines and maintain the quality of the facility and integrity of its systems.

To ensure compliance with airport operation requirements and regulations.

To ensure compliance with Port aviation construction guidelines and with permit requirements of all other governmental agencies having jurisdiction.

To ensure tenants and their contractors are aware of their responsibilities regarding potential exposure occupants and workers to hazardous materials, substances, or pollutants.

To enable the Port to maintain an accurate data base of its facilities and properties.

To assist tenants in the safe, smooth and timely execution of their projects.

PROCEDURES:

Complete the Aviation Tenant Construction Permit application and submit it to the Coordinator, Aviation Tenant Construction, along with one full-size set and ten (10) half-size sets of detailed plans, maps, drawings, specifications and other pertinent information.

All applications are reviewed by Port staff and **If all required information is submitted with the application, processing should take a minimum of 10 working days. If submitted information is incomplete or inadequate, a second review may be necessary.**

Neither the permit application nor the actual Aviation Tenant Construction Permit excuses the need to obtain other jurisdictions' permits. The fact that the City of Hillsboro or Troutdale may issue a permit does not mean that the Port will necessarily issue an Aviation Tenant Construction Permit.

Don DeMarco
Aviation Tenant Construction Coordinator
Port of Portland
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Portland, Oregon 97218
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