

Project Value	\$ _____
Construction Deposit	\$ _____
Date Received	_____

## AVIATION TENANT CONSTRUCTION PERMIT APPLICATION

Application No.: \_\_\_\_\_ (By Port)

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Lessee Address: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Local Contact: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Local Address: \_\_\_\_\_

**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 THIS APPLICATION

Scope of proposed work and project value:

**If a crane or equipment higher than 15 feet will be utilized on the job site, a FAA 7460 application may be required. Please contact the Tenant Construction Coordinator for details.**

Proposed Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ CCB License No.: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Contractor Contact: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

**CONDITIONS:** If the Port issues the permit requested by Lessee, Lessee must comply with the conditions set forth below.

1. Lessee must perform all Work in accordance with the permit and with plans and specifications reviewed and not disapproved by the Port. Lessee must start Work on improvements within three months after the Port issues the permit, and must complete the Work in a timely manner. Lessee must restore all areas affected by the improvements to their original condition.
2. Lessee must obtain all necessary federal, state, county and city permits, must comply with all applicable laws, codes, and regulations and with Port airport rules including without limitation security badging rules. Contractors engaged by Lessee for work under the permit must be properly licensed and must provide proof of the insurance described below.

If the construction will cost \$50,000 or more, Lessee must require its contractors to obtain and maintain builder's risk installation floater for any work or construction being performed on or within the leasehold to the extent of 100% of the value of the work. Coverage shall also include: (1) formwork in place, (2) form lumber and form components on site, (3) equipment, and (4) supplies related to the Work. The Port shall be named as additional insured and loss payee. In the event the Lessee or Contractor fails to maintain such insurance, the Port may, at the Port's sole option, arrange therefore; and any administrative costs and premium incurred shall be reimbursed by the Lessee.

Regardless of the cost of construction, Lessee must require its contractors to obtain and maintain the liability insurance coverage listed below to protect against any and all claims for damages to persons or property which may arise out of the contractors' work. The insurance must include coverage for the acts or omissions of the contractor, subcontractors, and anyone directly or indirectly employed by any of them. The liability insurance requirements are:

- 1) Commercial general liability of \$1,000,000 combined single limit per occurrence, naming the Port of Portland as additional insured;
- 2) If airfield work is being performed, liability limits must be \$5,000,000 per occurrence; and
- 3) Automobile liability insurance of \$1,000,000 per accident covering any of insured's owned, hired, and non-owned automobile used in connection with this contract. If the insured owns no automobiles, hired and non-owned coverage must be provided;
- 4) If airfield access is required to perform service and actual services are being done off airfield, then automobile liability limits must be \$2,000,000 per occurrence.

Regardless of the cost of construction, Lessee must require its contractors to obtain and maintain workers' compensation and employer's liability insurance for all employees subject to the workers' compensation laws of the State of Oregon, unless exempt, and any other appropriate jurisdiction. The amount of employer's liability insurance must be \$500,000 or more per accident, and \$500,000 or more per employee for disease.

3. Lessee is solely responsible for ensuring that the design and construction are structurally sound and comply with all applicable codes, regulations, and Portland International Airport Technical Guideline Specifications. Lessee acknowledges that the Port's issuance of a permit, review of plans, or inspection of the work is not a representation by the Port regarding the structural soundness of the design or method of construction, nor of compliance with applicable codes or regulations.

4. Lessee acknowledges that: (a) Lessee remains bound by the Lease, including without limitation the indemnity and environmental provisions; (b) applicable terms of the Lease apply to Lessee's conduct under a permit issued by the Port; and (c) a permit issued by the Port does not have the effect of amending the Lease.
5. Lessee is solely responsible for protecting the safety of its workers and of the public from harm that might arise from Lessee's activities under a permit issued by the Port.
6. Before commencing work under a permit issued by the Port, Lessee must either (a) contact one the Port's Aviation Tenant Construction Coordinators to schedule a preconstruction meeting, or (b) notify the Port in writing at least five business days before commencing work under the permit. Lessee must notify the Port in writing at least twenty-four (24) hours prior to final completion of work.
7. Lessee must accomplish the work described in the permit application without interfering with any other construction, maintenance, operation, or other activity authorized by the Port of Portland. The Port may order suspension of work under Lessee's permit as deemed necessary by the Port to avoid interference.
8. Unless waived in writing by an Port Aviation Tenant Construction Coordinator, Lessee must submit with its application a Construction Deposit calculated in accordance with the attached Exhibit B. The Port may use the Construction Deposit to pay for any damage to Port property caused by Lessee or its contractors, employees, or agents, or for preparation of as-built drawings if Lessee fails to timely provide them. Any remaining balance of the Construction Deposit will be refunded to Lessee, or to whoever paid the deposit, when all damaged to Port property has been repaired and all as-built drawings are in the Port's possession in the proper format and on the proper medium.
9. Within 90 calendar days after final completion of the work under a permit issued by the Port, Lessee must give the Port 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 Portland's permit. Lessee must submit as-constructed drawings in electronic format and on a medium, both of which must be acceptable to the Port. The Port's current drawing standards are attached to this application as Exhibit A.
10. Lessee acknowledges that failure to comply with any of the conditions of a construction permit issued by the Port, including without limitation the condition requiring delivery of as-constructed drawings to the Port and the condition requiring restoration of areas affected by improvements, constitutes a material breach of the Lease, and that the Port may draw on Lessee's security deposit under the Lease to cure the breach if Lessee fails to cure the breach after written notice of the breach and a reasonable opportunity to cure.

Lessee: \_\_\_\_\_ Name: \_\_\_\_\_  
(print)

By: \_\_\_\_\_ Lessee's: \_\_\_\_\_  
(title) (signature)

# AVIATION TENANT CONSTRUCTION PERMIT APPLICATION

## INFORMATION SHEET (1/13)

### **PROCEDURES:**

**Submit the following electronically along with this Permit Application Form:**

- One 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 plan set with specifications etc. attached to Don DeMarco at 7200 NE Airport way, Portland, OR 97218.
- One recyclable materials board if applicable.

### **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 maintenance of 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 Design Standards and the Portland International Airport Technical Guidelines Specifications.

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.

**All applications are reviewed by Port staff. 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.**

Due to new Transportation Security Administration (TSA) regulations that are currently in effect, the time it takes to get contractors badged has increased. Please plan for two weeks to complete the badging process for any general contractors and their subcontractors. See Exhibit C for current security badging fee schedule.

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 Portland 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  
7200 NE Airport Way  
Portland, Oregon 97218  
Phone: 503-415-6176 (DeMarco) FAX: 503-548-5911  
E-mail: [don.demarco@portofportland.com](mailto:don.demarco@portofportland.com)

**AVIATION TENANT CONSTRUCTION PERMIT APPLICATION  
EXHIBIT A**

**STANDARDS FOR ELECTRONIC DRAWINGS**

When Lessee delivers as-constructed drawings, Lessee shall simultaneously deliver a copy of the as-constructed drawings in an electronic format acceptable to the Port.

The following are acceptable data record layout formats for as-constructed drawings:

- When documents are created using architectural drafting software, please submit using AutoCAD versions 2004 - 2010 (.dwg). AutoCAD data must meet the Port CAD Standards, available on the Port's FTP site: (<ftp://portstds:UseStandards@ftp.pi-express.com>).
- When documents in addition to architectural drawings such as aerial photos or images are submitted, the acceptable formats are adobe acrobat (.pdf) or graphical formats (.jpg or .tif).
- Tabled data is acceptable when delivered in MS Excel spreadsheet format (.xls).
- Data targeted for import purposes is acceptable when delivered in MS Access 2002 format (.mdb).
- Spatial or GIS data must be in shapefile format and must meet the Port GIS Data Standards. Copies of the Port GIS Standards are available upon request.
- Project schedules are only accepted in MS Project format (.mpp).

The data record layout of incoming data is dictated solely by the Port in order to meet Port requirements for standard data exchange. The Port reserves the right to change the data record layouts at any time, with notice to Lessee.

**EXHIBIT B**

**TENANT CONSTRUCTION DEPOSIT SCHEDULE \***

<b>PROJECT VALUE</b>	<b>CONSTRUCTION DEPOSIT</b>
\$0 – 50,000	\$2,500
\$50,001 – 100,000	\$5,000
\$100,001 – 200,000	\$10,000
\$200,001 – 300,000	\$15,000
\$300,001 – 400,000	\$20,000
\$400,001 – 500,000	\$25,000
\$500,001 – 600,000	\$30,000
\$600,001 – 700,000	\$35,000
\$700,001 – 800,000	\$40,000
\$800,001 – 900,000	\$45,000
\$900,001 – 1,000,000	\$50,000
\$1,000,001 - 2,000,000	\$55,000
\$2,000,001 – 3,000,000	\$60,000
\$3,000,001 – 4,000,000	\$65,000
\$4,000,001 – 5,000,000	\$70,000
\$5,000,001 – 6,000,000	\$75,000
\$6,000,001 – 7,000,000	\$80,000
\$7,000,001 – 8,000,000	\$85,000
\$8,000,001 – 9,000,000	\$90,000
\$9,000,001 - \$10,000,000 and above	\$95,000

\*The Construction Deposit is fully refundable, contingent upon the Tenant meeting all close-out requirements. The amount of the Construction Deposit shall be at the sole discretion of the Port’s Tenant Construction Coordinator and may be adjusted accordingly based on the complexity and scope of the project. Please email [tenantimprovements@portofportland.com](mailto:tenantimprovements@portofportland.com) for further information.

**EXHIBIT C**  
**Aviation Security Badging**  
**PDX Fee Schedule**  
**Effective 10/01/08**

**Badge Fees:**

Secured Area Badge with Fingerprinting -----	\$49
Airport Operations Area Badge with Fingerprinting -----	\$49
Sterile Area Badge with Fingerprinting -----	\$39
Secured Area or AOA Badge with Exempt Form -----	\$20
Sterile Badge with Exemption Form -----	\$10
General Aviation Badge with Fingerprinting -----	\$39
General Aviation Badge with Exemption Form -----	\$20
TSA Secured Area Badge -----	\$20
TSA Sterile Area Badge -----	\$10
Parking Access Card -----	No Charge

**Lost Badge Fees:**

	First Replacement	Second Replacement	Third Replacement	Fourth Replacement
Secured Area Badge	\$50	\$75	\$100	Only with ASC Approval
Sterile Area Badge	\$50	\$75	\$100	Only with ASC Approval
AOA Badge	\$50	\$75	\$100	Only with ASC Approval
GA Badge	\$50	\$75	\$100	Only with ASC Approval
Parking Access Card	\$10	\$20	\$30	\$40
Access Device (Security Key)	\$50	\$50	\$50	Only with ASC Approval

Lost Badge Fees are calculated over a 4-year time period, starting with the date of the first lost badge.

**Fees to Companies for Unreturned PDX Security Badges**

**Contractor has 30 days after the completion of a project to return badges of employees and their subs or may risk a \$100 fine per each unreturned badge.**

The Badging Office accepts cash or major credit cards, no check.