

TENANT CONSTRUCTION OR ALTERATION APPLICATION

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**APPLICANT MUST READ THE TERMS AND CONDITIONS PRINTED BELOW**

The Applicant shall not commence performance of any of the said work prior to posting a fully executed and approved copy of this application in a visible location convenient to the site of work.

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**INFORMATION FROM APPLICANT:**

Tenant Name: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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Description of Work and Reason (Include cost estimate, scheduling and completion time):

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Contractor (if not known, submit when known):

Engineer of Architect:	Address: _____ Telephone Number _____
Signature of Authorized Representative:	Date: _____
Signature of Licensed Prof. Engineer or Arch.:	Date: _____

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**INFORMATION FROM AIRPORT AUTHORITY:**

Application is Approved                      Disapproved                      Subject to the following conditions:

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By: \_\_\_\_\_ Date: \_\_\_\_\_  
Tulsa Airport Authority

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## TERMS AND CONDITIONS

1. The Applicant shall comply also with such Federal, State, and Municipal laws, statues orders, and regulations if any, as my be legally applicable to the work of the performance thereof, or its employees therein.
2. The Applicant shall indemnify and hold harmless the Tulsa Airport Authority (TAA), Tulsa Airports Improvement Trust (TAIT), the City of Tulsa, their governing officials, officers, agents, and employees, against and from **(a)** the risk of injuries (including wrongful death) or damage direct or consequential, to it or them or to its or their property, arising out of or in connection with the performance of the work, and **(b)** the risk of claims and demands by third persons arising or alleged to arise out of the performance of the work, whether such risks arise out of acts or omissions of the Applicants, its contractors, the TAA, TAIT City of Tulsa, or otherwise. \*\*
3. The Applicant shall pay all claims lawfully made against it by contractors, sub-contractors, material men, and workmen, and all claims lawfully made against it by other third persons arising out of or in connection with or because of the performance of the work, and shall cause all contractors and subcontractors to pay all such claims lawfully made against them.

## **INSTRUCTIONS \ REQUIRED ITEMS**

1. Submit "Tenant Construction or Alteration Application" with two sets of plans and specifications signed by Architect or Engineer registered in the State of Oklahoma to:

Deputy Director of Engineering and Facilities  
Tulsa Airport Authority  
P.O. Box 581838  
Tulsa, OK 74158-1838
2. Submit copy of "Building Permit" and other licenses or permits necessary under Federal, State, or City laws, statutes, orders, or regulations.
3. Submit list of major suppliers.

4. Submit proof of insurance from Contractor as follows:

Workmen's Compensation	As Required by Law
Employer's Liability	\$100,000 per accident (minimum)
Comprehensive General Liability - Combined Single Limit for Bodily Injury and Property Damage	\$250,000 per person \$500,000 per accident
Automobile Liability - Combined Single Limit for Bodily Injury and Property Damage	\$250,000 per person \$500,000 per accident

Contractor's liability insurance policies shall run to the Contractor as assured and contain an agreement by the insurer to indemnify the Contractor against any and all actions, claims, judgments, or demands for damages arising on account of injuries of whatsoever kind and character sustained by any person or persons on account of the construction of this work.

Where applicable, property damage liability must be endorsed for blasting, the collapse of or structural injury to any building or structure and damage to underground property, such as wires, conduit pipes, mains, sewers or other similar property.

Provide waiver of subrogation of all policies.

5. Contact List of Contractors, Project Manager and Tenant Point of Contact.
6. At end of project, submit lien waiver from Contractor and one set of Electronic as-built plans.
7. Construction Schedule with critical dates marked.
8. Utility Shutdown Request form, for each event, 24 hour notice is required for all request.
9. Copies of all State Contractors, Journeyman's and Apprentices licenses for the State of Oklahoma and the City of Tulsa. For all workman on site.
10. FAA Form 7460-1, Airspace Study Application, must be completed and sent to the Airport Authority for review. The Authority will then forward the application to the FAA for approval. All construction projects on or near airports operated by the Authority must submit an airspace study application.
  - a. Please ensure that the application includes the structure to be completed and any temporary cranes, structures, etc. required to build the facility.

**\*\* The following Form Language MUST be included “AS IS” in form ACORD 25-8 (7/97) or the application will be denied.**

**Description of operational/Locations/Vehicles/Exclusions added by Endorsement / Special Provisions.**

**“Additional Insured’s and Waiver of Subrogation lie in favor of certificate holder, City of Tulsa, TAIT their governing officials, officers, agents and employees and *NAME OF TENDANT.*”**

**Cancellation:**

**“Should any of the above described policies be cancelled before the expiration date thereof. The issuing insurer will mail *30 days written* notice to the certificate holder named to the left.”**

**Certificate Holder:**

**“Tulsa Airport Authority  
P.O. Box 581838  
Tulsa, OK 74158-1838”**

**\*\* REFERENCE INFORMATION**

**City of Tulsa Permitting Office.**

111 S. Greenwood Ave  
Tulsa, OK 74120

Phone: 918-596-9601

**Federal Aviation Administration**

Refer to Form 7460-1.doc

\* FAA review typically takes four (4) to six (6) weeks for processing.