

Building Permit Check Sheet

Tenant: _____

Contractor: _____

Please initial all items enclosed:

- _____ Completed and signed Application-Required
- _____ Construction Drawings-Required
- _____ Project Schedule-Required
- _____ Certificate of Insurance listing the St. Joseph County Airport Authority as an Additional Insured. Must include liability insurance and workers compensation insurance (or a workers compensation waiver from the State of Indiana).-Required
- _____ Certificate of Insurance for Sub-Contractors listing the St. Joseph County Airport Authority as an Additional Insured. Must include liability insurance and workers compensation insurance (or a Workers Compensation Waiver from the State of Indiana).
- _____ Copy of Trade License; if the contractor has one.
- _____ Copy of Confined Space Permit; if needed
- _____ Copy of FAA Form 7460-1; if needed
- _____ Copy of SDS sheets of all chemicals that will be used, if there are any.

Note: Include this checklist on top of your application and all additional documents. If all documents are not submitted, information is incomplete or more details are needed the entire Application will be returned.

Signature: _____

Print Name: _____

Phone Number: _____ email: _____

Date: _____

Building Permit Procedures

1. Purpose: The purpose of the Building Permit is to ensure that there is a permanent record of work performed and inspections conducted on the project. It also is a way for the St. Joseph County Airport Authority to verify that the contractor has a valid license, insurance, and all work is up to local, state, and Federal Code.
2. Requirements: A Permit is required for all new construction, any alteration, modification, addition, or subtraction on any building (whether owned by the St. Joseph County Airport Authority or a private entity) on the grounds within the South Bend International Airport or on any property owned by the St. Joseph County Airport Authority.
3. Application: A complete permit application with all required documents must be submitted to the St. Joseph County Airport Authority by email at buildingpermit@sbair.com.
4. Deadline: All complete applications must be submitted 10 business days prior to start of construction.
5. Inspections: Prior to issuance of a building permit, an inspector may visit the site for a pre-permit inspection. A final inspection is **MANDATORY**. You must contact the Properties Manager at buildingpermit@sbair.com to schedule an inspection. A minimum of 3 business day notice is required.
6. Display: You must display the permit, in plain view for the duration of the project. At the final inspection the inspector will remove the permit, sign and date the front and deliver it to the Properties Manager.
7. Penalties: If work is done without the proper permit, all work must stop immediately, until all permits are acquired. A monetary penalty for work completed without a permit, will be determined by the St. Joseph County Airport Authority. Work completed without a permit may also be required to be removed.

Building Permit Application

Project Name: _____

Project Location: _____

Name of Tenant: _____ Telephone: _____

Mailing Address: _____ Email: _____

Name of Contractor: _____ Telephone: _____

Mailing Address: _____ Email: _____

List all subcontractors on a separate sheet of paper.

Detailed description of Project (use additional paper if necessary):

24-Hour Contact Including: Name/Title, Address, and Telephone Number: _____

What date do intend to start the project? _____

Location of on-site safety plan? _____

Check Appropriate Box for questions below: Y N

Will the work involve High Voltage?

Will the work be done in "Confined Space?"

If yes, what type of confined space, and where, and do you have a confined space permit:

Will the work involve "Hot Work/Welding?"

Will the work require trenching or excavation?

If yes, How long and deep is the trench be or excavation? _____

Will a crane be required during construction?

If yes, location and height: _____

Will this involve work on the airfield?

Is a badged escort required for this project?

If yes, who will be providing the escort? _____

Any Additional Information the St. Joseph County Airport Authority should know:

The Undersigned does hereby understand and agree that the granting of this permit; the inspections required by the Authority and/or approval by the Authority as to any and all work done or completed as authorized by this building permit shall not in any matter infer or create any liability of any kind or nature, including but not limited to work done or completed, whatsoever upon the Authority, its employees, agents, servants, successors or assigns.

The signing and acceptance of this building permit hereby acknowledges a waiver of any liability whatsoever as to the Authority.

The undersigned further agrees to hold the Authority, its employees, agents, servants, successors and assigns harmless from any and all liability arising from the granting of this building permit.

Applicant's Signature: _____

Date: _____

For Authority use only:

Date Application Received: _____

Log Number: _____

Y N N/A Initials

Is the Application Complete:

Were Construction drawings provided:

Was a project schedule provided:

Was a certificate of insurance provided
for all contractors:

Is a copy of Trade License provided:

Is an airport badge required

Has a Safety Plan been provided:

Is SRA/SRM Required

Has FAA Form 7460-1 been filed:

Is there an impact to SWPPP/ACM/AEP:

Is there an impact to the Security Plan:

Please initial once someone from your department has reviewed the information and approves:

Operations: _____

Maintenance: _____

Safety: _____

Properties: _____