

Building Permit Check Sheet

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; notice of proposed construction if needed
See Exhibit A

- _____ 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 or repair on any building (whether owned by the St. Joseph County Airport Authority or a private entity) or flat surface (i.e. parking lot) 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. If a laminated permit is required due to exposure to the elements please indicate so with your emailed application.
7. All permit applications must be signed by the Lessee or owner of the property.
8. Permit approval may require a meeting with the Lessee to review the project
9. **Penalties:**
 - A. **If work is done without the proper permit or not in alignment with the permit approved all work must stop immediately until the proper permits acquired. The Airport Authority Tenant will be responsible for any monetary penalty that may be assessed for work completed without a proper permit, as determined by the St. Joseph County Airport Authority. Work completed without a permit may also be required to be removed.**
 - B. **Any Penalty assessed by either the Airport Authority or an outside agency for escorting/security violations will be responsibility of the sub-tenant if there is one, and the airport tenant if there no sub-tenant.**

Building Permit Application

Project Name: _____

Project Location: _____

Name of Lessee: _____ Telephone: _____

Local Mailing Address: _____ Email: _____

Name of Sub Lessee (if needed): _____ Telephone: _____

Local Mailing Address: _____ Email: _____

Name of Contractor: _____ Telephone: _____

Mailing Address: _____ Email: _____

List all subcontractors on a separate sheet of paper.

Detailed description of Project attach drawings (Use additional paper if necessary):

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

What date do intend to start the project? _____

Approximate end date? _____

Location of on-site safety plan? _____

Will the work involve High Voltage? _____

Will the work be done in "Confined Space?" _____

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

Will the work require "Hot Work/Welding" _____

Will the work require trenching or excavation?

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

Will the work impact the drainage, storm water run-off or the Airport Authority SWPP (Storm Water Pollution Prevention Plan)?

Will a crane be required during construction (may require FAA Form 7460 see Exhibit A)
If yes, location and height:

Will this involve work on the airfield, a secured or sterile area?

If a badged escort will be required for this project who will be providing the escort (If the Authority is providing the escort there may be an hourly fee)?

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

The applicant, and its employees, agents, servants, successors or assigns. 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 applicant 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 Signature: _____

Date: _____

Exhibit A

Obstruction Evaluation and Airport Airspace Analysis (OE/AAA)

14 CFR Part 77.9 states that notice must be filed with the FAA if requested by the FAA or when anyone proposes any of the following types of construction or alteration:

- any construction or alteration exceeding 200 feet above ground level
- any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:
 - 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in 14 CFR 77.9(d) with its longest runway more than 3,200 ft. in actual length, excluding heliports.
- any construction or alteration located on an airport described in 14 CFR 77.9(d).

OE/AAA is a public web site provided by the Aeronautical Information Management (AIM) Division of the Federal Aviation Administration (FAA). The site assists those wishing to file notice for any temporary or permanent obstruction in the national airspace system.

Registering a First Time User

You must register to have an account created in the OE/AAA System. When registered, 7460-1, *Notice of Proposed Construction or Alteration* can be filed online to the FAA:

- Go to <https://oeaaa.faa.gov>
- Click the link "New User Registration" on the left side of the page under OE/AAA Account.
- Follow the instructions to fill in all required information to create an OE/AAA e-File account, "OE/AAA Login."

Note: You must ensure that separate notification to the Airport and/or Air Traffic Control Tower is completed in accordance with the conditions of your FAA determination. Please review your determination letter for details.

TO BE SEPARATED AND COMPLETED BY AIRPORT OPERATIONS

Point of Contact Name: _____

Contact Telephone: _____

Height of Obstruction: _____

Duration of Obstruction: _____

Location of Obstruction: _____

Obstruction Evaluation and Airport Airspace Analysis (OE/AAA)

General FAQs:

1. Is there a fee for obtaining a determination from the FAA?

No, there are no fees associated with any part of an aeronautical study or obtaining a determination from the FAA.

2. How do I know whether I'm required to file an FAA Form 7460-1, Notice of Proposed Construction or Alteration?

You may use the Notice Criteria Tool link to determine whether notice is required.

3. What happens if I don't file the notice for a structure that exceeds 14 CFR Part 77 notice criteria?

Persons who knowingly and willingly violate the notice requirements of Part 77 are subject to a civil penalty of \$1,000 per day until the notice is received, pursuant to 49 U.S.C., Section 46301(a).

4. When should I submit my notice?

In accordance with 14 CFR Part 77, you must provide notice at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.

OEAAA Help: (202) 580-7500
oeaaa_helpdesk@cghtech.com

**For Airport
Coordination:** (574) 340-7320
operations@sbnair.com