

INDIANAPOLIS AIRPORT AUTHORITY

WORK PERMIT POLICY

A. Introduction.

Under IAA General Ordinance No. 3-2014, all construction, remodeling, additions, alterations, utility work, safety, environmental, or security work (hereinafter sometimes referred to individually and/or collectively as “Work”), of any kind or nature whatsoever, on property owned or leased by the Indianapolis Airport Authority (“IAA”), shall require a “work permit” issued by the IAA (the “Permit”). A Permit will be issued only to the entity, or an authorized representative of the entity, initiating the Work (the “Authorized Representative”).

B. Time and Place of Filing.

The Authorized Representative must submit the Application (along with detailed plans) to IAA at least two (2) weeks prior to the desired start date. The IAA’s Work Permit Committee (the “Committee”) meets every Wednesday (as needed), and Applications must be submitted by noon on Monday in order to get on the agenda for review. However, with respect to emergency repairs (*e.g.*, major equipment replacements or repairs requiring immediate attention), the Work Permit Application (the “Application”) shall be submitted to the IAA by no later than 5:00 p.m. of the next business day (Monday-Friday). All Applications must be filed with the IAA at 7800 Col. H. Weir Cook Memorial Drive, Indianapolis IN 46241, Attention: Work Permits or electronically at workpermit@ind.com.

C. Required Information.

The Application must contain the following mandatory information, or else it may be rejected as incomplete and/or not considered by the IAA’s Work Permit Committee:

1. Specific location and limits of proposed activity, with a brief detailed description of the Work;
2. Anticipated start and completion dates (or as outlined in a detailed schedule);
3. If pertinent (or required by IAA) detailed plans and specifications stamped by an Engineer/Architect licensed to practice in Indiana, and other documents that may be deemed appropriate by the IAA;
4. Name(s), address(es) and telephone number(s) for the contact person(s) for the entity doing the Work;
5. Estimated cost of the Work;
6. If ANY portion of the project requires access into a “secured area”, a detailed project security plan (the “Security Plan”) must be submitted and approved by the IAA Work Permit Committee. At a minimum, the Security Plan must include the

name of the security company providing the escort, the number of workers, the number of security personnel that will be used, and the point of entry into the “secured area”. All workers must be aware of, and abide by, the six (6) to one (1) ratio, 500 feet, in line-of-sight rule, where one security guard can escort up to six (6) workers so long as the workers are in line-of-sight of said guard and within a 500-foot radius of him/her. Larger projects that require posting of guards can be referenced per project specification requirements; the following entities are approved to provide security escorts at:

Protection Plus	317-244-7569	Terminal and Airfield.
Securitas USA	317-260-6267	Airfield Only.
Securatex	317-987-3383	Terminal and Airfield.
American Global Mgt.	317.225.7801	Terminal and Airfield.

7. All information and/or questions on the Work Permit Checklist must be provided and/or answered, respectively, as it pertains to the proposed project; for assistance regarding all utility disconnects/shut off valves that are not directly located in a tenant space; the contractor shall contact IAA Maintenance at 317-487-5158 in advance for location and access, i.e. electrical panels.
8. Excavations, trenching, and borings will require utility locates from the Federal Aviation Administration (“FAA”) and the IAA, in addition to what is required by Indiana law. Site plans must be sent, electronically, to the persons and/or entities designated, from time to time, by the IAA:

IAA	Chris Miller	cmiller@ind.com
IAA	Scott Lawson	slawson@ind.com
FAA	ATO-ESA-INDLocates@faa.gov	

Written confirmation of completion of utility locates from both FAA and IAA is mandatory prior to issuing a Permit.

9. The licensed general contractor must provide proof of insurance in the form of a “Certificate of Insurance” designating the “Indianapolis Airport Authority” as an “additional insured” thereunder. The following (general liability and auto liability if company vehicles will be used during the project, each occurrence) insurance amounts are required for the different work areas:

<u>Airside:</u>	\$10,000,000
<u>Landside:</u>	\$ 5,000,000
<u>Relievers:</u>	\$ 5,000,000

General and auto liability limits may be made up of a primary policy or a combination of primary and excess/umbrella coverage.

The licensed general contractor must also provide proof of worker's compensation insurance as required by statute.

D. Committee Review; Issuance of Permit.

After the Application (and all the required information) has been received by the IAA, the IAA Work Permit Committee will review and approve, or disapprove, said Application; and no application may be approved absent a quorum of the IAA Work Permit Committee. If, after review by the IAA Work Permit Committee, the Application (and proposed Work) meets all IAA rules and regulations, does not violate the integrity, function or capacity of existing IAA systems or property, and is not contrary to the best interests of the IAA, its airport(s) or the public, then a Permit will be issued by IAA.

E. Display of Permit; Penalties.

After issuance, the Permit must be displayed in a prominent and highly visible location at the worksite. Failure to properly display a Permit may result in a penalty of One Hundred Dollars (\$100.00) per day and a suspension of work. Work shall not resume until fee is received by the IAA at 7800 Col. H. Weir Cook Memorial Drive, Indianapolis IN 46241, pending method of payment.

F. Failure to Obtain Permit; Penalties.

Failure to obtain a Permit will result in suspension of work in progress by issuance of a "stop work" order enforceable by IAA, and may also result in a penalty of Five Hundred Dollars (\$500.00) per day, for each day that any Work was performed without a Permit. Work shall not resume until an IAA Work Permit is issued, and the fee is received by the IAA at 7800 Col. H. Weir Cook Memorial Drive, Indianapolis IN 46241, pending method of payment.

G. Inspections.

IAA's Building Inspector will make periodic and scheduled inspections of the Work being performed under the Permit.

If the Building Inspector should observe any environmental issues or violations, unsafe practices/conditions, or violations of IAA's rules and regulations, then the IAA shall have the right to order an immediate suspension of said Work; and the Work shall not resume until and unless the cause of the suspension has been resolved to IAA's satisfaction.

During final inspection, if it is found that the Work, or any part thereof, was completed contrary to, or inconsistent with, the information set forth or supplied in the Application, or if the Work has damaged and/or compromised any property or systems owned or operated by IAA, then, in such event, the Authorized Representative shall be directly responsible and liable for promptly rectifying and correcting the situation to the satisfaction of, and at no cost to, the IAA.

H. Extension of Time.

The Work Permit Certificate will allow the construction to commence. If the construction time extends past the expiration date printed on the certificate, an extension may be obtained from the Building Inspector upon review of the circumstances, upon approval the existing work permit will be updated as applicable.

I. General Provisions.

A Permit issued by IAA: (i) shall be in addition to any and all other permits, licenses, certificates, approvals, etc., that may be required by local, state, and federal governmental authorities or agencies, or by a lease or other contract with the IAA; (ii) will not supersede or preempt any requirement of another government authority or agency, nor shall it relieve the Authorized Representative from complying with, and fulfilling, all the applicable requirements thereof; and (iii) shall not be deemed, construed or considered as approval of a project for fitness for a particular use, structural integrity, suitability of purpose, or otherwise.

J. Post Construction.

1. Final Construction Costs

Within thirty (30) days, or as specifically defined within Tenants' lease documents, of completion of any construction or alterations, Tenant or contractor, shall present to IAA for examination and approval a sworn statement of the Final Construction and/or Alteration Costs.

2. AS-BUILT DRAWINGS

Within thirty (30) days, or as specifically defined within Tenant's lease documents, following completion of any construction, additions, alterations or improvements, Tenant or contractor shall present to IAA a complete set of Portable Document Format (PDF) "record" drawings, including all amendments and changes issued during construction, and including, but not limited to, specifications, submittals and shop drawings. In addition, all "as-built" drawings must be submitted in a current supported AutoCAD release.



Indianapolis Airport Authority

WORK PERMIT APPLICATION

Approved / Disapproved (Circle One) Initial & Date

Engineering	A	D	_____	Maintenance	A	D	_____
Fire Inspector	A	D	_____	Health & Safety	A	D	_____
Environmental	A	D	_____	IT	A	D	_____
ADM	A	D	_____	Security	A	D	_____

Sponsor: _____

Approved Denied Resubmit as Directed Permit # _____

Signed _____ Phone: 487-5159 Date: _____
 Work Permit Inspector

Special Notes from WP Committee: _____

DO NOT WRITE ABOVE THIS LINE

Tenant/ Owner Information

Tenant/ Owner: _____

Address: _____
 Street

City State Zip Code

Submitted By: _____ Phone: () E-mail: _____

Location of Proposed Work

Building #, Room #, Concourse, address, etc.: _____

Scope of Work: _____

CHECKLIST

Requirements to Perform Work (Circle Yes or No to all that apply)

Y or N **Impairing Fire Protection Systems** -

All work that will involve impairing the Fire Protection System requires a special "Red Tag Permit". This tag is issued by calling the Building Maintenance Request line at 317-487-5158. **This permit shall be obtained 24 hours prior to work being performed.** This work may require a shut-down of alarm systems, approved ventilation to the outside, possession of an appropriate fire extinguisher, a stand-by person on fire watch and work on "premium" time. In addition, the "fire watch person" will be expected to have the Airport emergency telephone number (911) in their possession and be able, in an emergency, to explain exactly their location. **System shutdown will only occur once weekly. Advance scheduling is suggested.**

Y or N **Hot Works (i.e. Welding and Cutting)** – 675 IAC 22-2.4-27 Chapter 26 WELDING AND OTHER HOT WORK

All hot work requires a special "Yellow Hot Work Permit" issued by the IAA Planning and Development Department and can be obtained by calling 317-487-5159. **This should be obtained 24 hours prior to start of work.** This work may require a shut-down of alarm systems, approved ventilation to the outside, possession of an appropriate fire extinguisher, a stand-by person on fire watch and work on "premium" time. In addition, the "fire watch person" will be expected to have the Airport emergency telephone number (911) in their possession and be able, in an emergency situation, to explain exactly their location.

Y or N **Electrical** – 29 CFR Part 1926, Subpart K

Y or N **Lockout/Tag out** – 29 CFR Part 1926, Subpart K

Please identify electrical panels _____ and substations (if applicable) _____ to this permit. You must notify IAA through the Building Maintenance Service Request line by calling 317-487-5158, (for terminal substation work). **A minimum of 48 hours' notice is required prior to utility disruption.**

Y or N **Scaffolding** – 29 CFR Part 1926, Subpart L

Y or N **Fall Prevention** – 29 CFR Part 1926, Subpart M

Y or N **Cranes & Hoists** – 29 CFR Part 1926, Subpart N

Y or N **Excavations & Trenching** – CFR 29 Part 1926, Subpart P

Y or N **Confined Spaces** – CFR 29 Part 1910, Subpart J

Attach your **Confined Space Plan** to this application. **Contractor is required to notify the Airport Control Center at (317) 487-5089 prior to and upon completion of confined space activities.**

Y or N **Handling Hazardous Materials** – 29 CFR Part 1910, Subpart H

Y or N **Work Including Toxic and/or Hazardous Substances** – 29 CFR Part 1910, Subpart Z

Contractor is required to notify Airport Control Center at 317-487-5089 prior to handling of all Hazardous/Toxic materials.

Y or N **Project Security Plan** - A detailed security plan will need to be submitted if the proposed work is in a secured area. Details must include the name of the individual and/ or the company providing escort services, where the contractor will enter into the secured area, and the number of employees entering the secured area. One badged individual can escort up to six (6) workers as long as each worker remains within 500 feet and in line of sight of the escort (6 to 1 ratio, 500 foot in line of sight rule). The project security plan should reflect that all contractors are aware of and will abide by the 6 to 1 ratio, 500 foot in line of sight rule.

Y or N **Handling of Refrigerants, Section 608, Clean Air Act** – 40 CFR Part 82, Subpart F.

Indianapolis Airport Authority, 7800 Col. H. Weir Cook Memorial Drive
Indianapolis, IN 46241 FAX 317-487-5201

workpermit@ind.com

Y or N **Data Cabling** – All Data cabling must meet EIA/TIA cabling standards.

This section must be completed in order to process the application.

General Contractor Name: _____

Emergency Contact (24/7) Name: _____ Phone: () _____ E-mail: _____

Estimated Cost: \$ _____ Est. Start Date: _____ Est. Completion Date: _____

List all sub-contractors working on job: _____

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Checklist of items to be submitted with the work permit application if applicable:

- Insurance Certificate City Permits State Plan Review Safety Plan
- Security Plan Airspace Approval Red Tag Permit Environmental
- Hot Works permit (yellow)

By signature, applicant or agent certifies they have read, understand, and agree to comply with these and all other applicable OSHA Safety and Health Standards for the Construction Industry, Occupational Safety and Health Standard for General Industry and Indiana Fire and Building Code, IAA work permit policy and other applicable ordinances.

Signed: _____ **Date:** _____

Printed: _____ **Phone:** () _____ **Fax:** () _____

ALL ADDITIONAL PERMITS AND LICENSES ARE THE CONTRACTOR’S RESPONSIBILITY