



**TED STEVENS ANCHORAGE INTERNATIONAL AIRPORT (ANC)**  
**AIRPORT BUILDING PERMIT APPLICATION** (ref. 17 AAC 42.280)  
 (For all work on ANC premises)

Permit No. \_\_\_\_\_

*The Applicant/Tenant shall complete items 1 through 19.*

1. First Name, Last Name
2. Title
3. Company Name
4. Lease/ADA No. (Project Number)
5. Mailing Address
City, State, Zip Code
6. Telephone No.:
Fax No. (opt.):
Email Address:

7. Project Manager (Representative with local decision authority)
Name:
Telephone No.:
Fax No. (opt.):
Email Address:

8. Project Title:
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9. Description of proposed improvements:
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10. Location (Lot/Block, Room #, Etc.)	11. Estimated Cost
12. Height of Tallest Proposed Improvement (exterior structures only):	13. Exterior Finish & Color
14. Proposed construction start date	15. Proposed construction end date

16. Contractor Information
Name:
Telephone No.:
Fax No. (opt.):
Email Address:

<b>17. Application Submittal Requirements (see instructions)</b>	<b>Attached</b>	<b>N/A</b>
A. Drawings & Specifications in PDF format on electronic media (CD, DVD, Email).	<input type="checkbox"/>	<input type="checkbox"/>
B. A printed Property Survey of the premises (11x17).	<input type="checkbox"/>	<input type="checkbox"/>

C. Municipality of Anchorage (MOA) Building Permit or Permit Application.	<input type="checkbox"/>	<input type="checkbox"/>
D. MOA Fire Marshal Approval	<input type="checkbox"/>	<input type="checkbox"/>
E. MOA Environmental Health Permit	<input type="checkbox"/>	<input type="checkbox"/>
F. FAA Approval (FAA Form 7460-1)	<input type="checkbox"/>	<input type="checkbox"/>
G. Alaska Department of Environmental Conservation (DEC) Approval	<input type="checkbox"/>	<input type="checkbox"/>
H. Corps of Engineer Approval (wetlands)	<input type="checkbox"/>	<input type="checkbox"/>
I. Request for Waiver from ANC Terminal Construction Standards (TCS)	<input type="checkbox"/>	<input type="checkbox"/>
J. Request for Waiver from ANC Outside Construction Standards (OCS)	<input type="checkbox"/>	<input type="checkbox"/>

<p>The Tenant agrees to the following conditions:</p> <p>A. The Airport Building Permit consists of the approved Airport Building Permit Application, its Attachments, the applicable ANC Construction Standards, any approved Waiver Request from these standards, Special Conditions, Permit Modifications and the Tenant's Lease.</p> <p>B. Compliance with local, state and federal codes and regulatory requirements is the responsibility of the Tenant. Approval of this permit does not imply that the Tenant has met all such requirements nor does it represent an adequacy analysis of the Tenant's proposed structural designs or conformance with the Americans with Disabilities Act.</p> <p>C. A Permission to Proceed letter shall be obtained from ANC before starting ANY on-site construction activity.</p> <p>D. All changes in the proposed construction start and end dates will be communicated to the Permit Coordinator.</p> <p>E. The Applicant shall post a copy of this permit at the construction site.</p> <p>F. Unless on-site construction activity has commenced, this permit expires one year after the Airport Manager's date of signature unless noted otherwise in the Special Conditions.</p>
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18. Signature of Applicant/Tenant	19. Date
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-----The following section is for Airport Staff use only-----

Date Received:
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<table style="width: 100%;"> <tr> <td style="width: 70%;">Airport Manager</td> <td style="width: 30%;">Permit Approved <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Permit Approved with Conditions <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Permit Disapproved <input type="checkbox"/></td> </tr> </table>	Airport Manager	Permit Approved <input type="checkbox"/>		Permit Approved with Conditions <input type="checkbox"/>		Permit Disapproved <input type="checkbox"/>
Airport Manager	Permit Approved <input type="checkbox"/>					
	Permit Approved with Conditions <input type="checkbox"/>					
	Permit Disapproved <input type="checkbox"/>					
Comments/Reason:						
Signature	Date					



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Item 1: Enter the name of the person applying for the Airport Building Permit in this box. For improvements on leaseholds, this must be the person designated on the Airport Lease Agreement or a tenant employee having signature authority. For ANC projects, this is the Section Head. Permit applications signed by others, including sub-lessees, architects, engineers and contractors working for the lessee, will not be processed. Call Airport Leasing at 266-2420 if you are uncertain who can apply for this permit.

Item 2: Enter the Applicant's title.

Item 3: Enter the company name.

Item 4: Enter the Tenant Lease/ADA number under which the improvements are being made. (For ANC projects, enter the project number).

Item 5: Enter the company's mailing address

Item 6: Enter the applicant's phone and email address (fax optional).

Item 7: Enter the Project Manager's name, telephone and email address—fax optional. (Project Manager is the local Tenant or ANC representative with the authority to execute the improvements being proposed).

Item 8: Enter a short, descriptive title for the project.

Item 9: Describe the proposed improvements (type, size, quantity, etc) If additional space is needed write "See Attached" and include a separate attachment with the description.

Item 10: Enter the location by Lot/Block and/or facility name, and room number(s) where the construction is proposed.

Item 11: Enter the total estimated cost.

Item 12: For exterior structures, enter the height, in feet, of the highest feature or element.

Item 13: For exterior structures, enter the type of exterior finish and color.

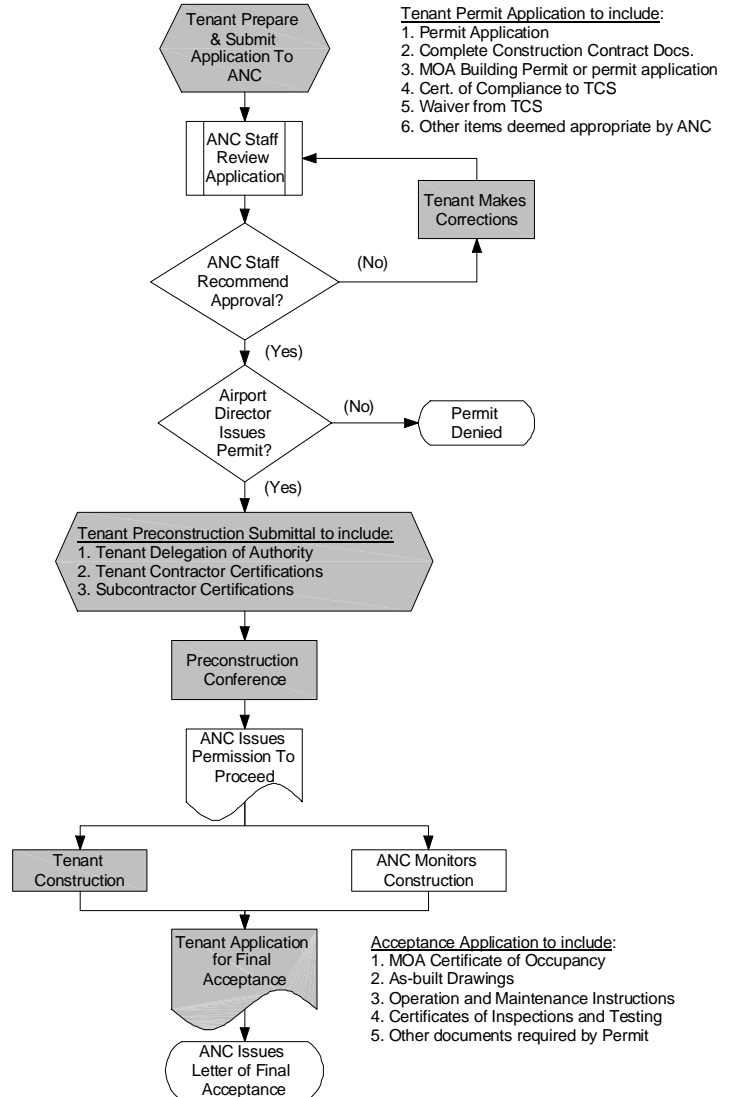
Item 14: Enter the proposed construction start date (allow 2 – 4 weeks for permit processing).

Item 15: Enter the proposed construction end date for substantial completion and/or occupancy.

Item 16: Enter the Contractor's name (if selected), telephone and email address—fax optional. Contractor is the licensed general contractor or specialty contractor under contract with the Tenant/ANC to construct the improvements being proposed. (Self-performed work is limited under state and municipal codes. Refer to AS 08.18, 12 AAC 21)

Item 17: Review the list of submittal requirements and mark those not applicable to the project. Collect the submittals required by the project, mark the form as appropriate and enclose them with the Building Permit Application. See the following for additional explanations of the Attachments:

- a. Drawings & Specifications: Whenever possible, these should be delivered as PDF files, along with specifications or project manuals, on electronic media. If electronic document files are not available, drawings and specifications may be submitted as printed documents (11x17 preferable). Documents should depict all construction work proposed for each design discipline. Drawings must be stamped as required by law. When appropriate, for exterior work, provide a drainage plan, including elevations, grades, and size of drainage





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structures and appurtenances. When work is done outside of lease area, maps showing staging areas, haul route, barricade positions, and a traffic control plan (TCP) may be required. Site plans should show the dimensions of proposed improvements (buildings, tanks, parking areas, etc.). Floor plans should be dimensioned plans showing existing and new walls, doors, windows, and equipment.

- b. Property Survey: A property survey, signed by a registered land surveyor, is required for all exterior projects which propose any improvement beyond the current building footprint or current equipment location(s). The survey should include the distances from proposed improvements to property (lot) lines and existing structures and show locations of utilities (including pole height, depth of burial, etc.).
- c. Municipal Building Permit - Required when construction cost is more than \$5,000, when plumbing, mechanical, electrical, or structural work is involved; if an outdoor sign of more than 6 sq. ft. is being installed; or if more than 50 cubic yards of material is being filled or removed. For information, call 343-8211.
- d. Municipal Fire Marshal Approval - Required for fuel tanks, fuel distribution, buildings where fire-resistive construction is involved (regardless of cost) and some heating systems..A letter of approval from the local Fire Marshal or the Fire Marshal's stamp of approval on the original plans is required for verification. For information, call 267-4900.
- e. Municipal Environmental Health Permit – Required for any improvement that includes a food establishment. The permit application or approved permit must be submitted with the application. For more information call 343-4200.
- f. Federal Aviation Administration Approval - (FAA Form 7460-1, "Notice of Proposed Construction or Alteration") FAA, Airports Division, 222 West 7<sup>th</sup> Avenue #14, Anchorage, AK 99513, (907) 271-5438. The following is a listing of cases where the Form 7460-1 is required. If there is any question, the form should be submitted. The form may be found on-line at: <http://forms.faa.gov/forms/faa7460-1.pdf>
  - i. Possible penetration of restricted airspace or obstacle-free zones.
  - ii. Possible interference with radio transmissions or emissions of electro-magnetic signals.
  - iii. Possible interference with airfield control tower visibility.
  - iv. Creation of new obstacles in flight paths, even if allowed under i.
  - v. Any new structure or significant modification to an existing structure.
  - vi. Any construction utilizing cranes, derricks, etc. that may temporarily fall under i., iii. or iv.

In addition to the above, any change in the Airport Operating Area (AOA) fencing requires prior approval of the FAA. Approval is obtained through applicant's coordination with the Airport Security Program Manager (266-2409).

- g. Alaska Department of Environmental Conservation (ADEC) Approval - ADEC approvals or plan reviews are required for: sewer and water installations, septic tanks, community water systems, underground storage tank registrations and removals, contamination remediation, spills, and various other activities which impact the environment. Contact address and telephone for ADEC is 555 Cordova Street, Anchorage, AK 99501, (907) 269-7500. Any environmental work plans approved by ADEC and any existing environmental reports and test results must be included with the permit application.
- h. Corps of Engineers Approval - Under the Clean Water Act (Public Law 95-217) construction on some airport lease areas may require a "Wetlands Permit." Many sites on the Airport may have wetlands. Applicant is responsible for determining presence and extent of wetlands on site. For information, contact PO Box 898, Anchorage, AK 99506-0898, (907) 753-2712.

Item 18: Review the permit's general conditions and enter the Applicant's signature (the signature of the individual identified in Item 1) here.

Item 19: Enter the date of signing here.

Submit the completed application to Ron Placko, Permits Coordinator, 266-2406.

*NOTE: When the project is Substantially Complete, contact the Permits Coordinator. Within 60 days of substantial completion, submit to the Permits Coordinator (as applicable): 1) an MOA certificate of occupancy (CO), 2) as-built drawings and/or surveys, 3) operations and maintenance (O&M) manuals, 4) testing and inspection reports, and 5) other documents as required by the permit.*