

MANCHESTER-BOSTON REGIONAL AIRPORT (MHT)
One Airport Road, Suite 300, Manchester, NH 03103 603-624-6539, Fax 603-628-6038
TENANT WORK PERMIT (TWP) APPLICATION



Except for routine maintenance on tenant-installed equipment, a permit is required any time a Tenant performs interior/exterior construction or modification work located on Airport Property. The permitting process is described on the second page of this form.

NOTE: THIS APPLICATION MUST BE SUBMITTED TO MHT ENGINEERING & PLANNING PRIOR TO APPLYING FOR ANY OTHER LOCAL OR STATE PERMITS THAT MAY BE REQUIRED

TITLE OF PROJECT: _____

LOCATION OF WORK (Property, Building, Concourse, Room No., Etc.): _____ New Existing

Estimated Start Date: _____ **Estimated Construction Duration:** _____ **Estimate Construction Cost:** _____

Have you discussed this work with MHT Property & Contract Management? NO () YES ()

Are drawings and/or specifications enclosed? No Yes (Submit 1 electronic, 1 full and 3 – half size sets.)

Proposed Work includes (check all that apply):

NOTE: Tenant is responsible for providing all AOA access needed to complete the proposed work as approved by MHT Operations Staff.

- | | | |
|---|--|--|
| <input type="checkbox"/> Antenna/Communications | <input type="checkbox"/> Podium/Backscreens/Millwork | <input type="checkbox"/> Paving |
| <input type="checkbox"/> Electrical modifications | <input type="checkbox"/> New walls | <input type="checkbox"/> Roof penetration(s) |
| <input type="checkbox"/> HVAC modifications | <input type="checkbox"/> Demolition | <input type="checkbox"/> Storage tanks |
| <input type="checkbox"/> Plumbing modifications | <input type="checkbox"/> Land Disturbance | <input type="checkbox"/> Other _____ |

By signing below, Tenant acknowledges receipt of the *MHT TENANT CONSTRUCTION GENERAL PROVISIONS*, and agrees to be bound by the terms and conditions of the provisions; the LEASE terms; and this application for the proposed work and **certifies that Tenant employees and/or contractors are qualified and OSHA trained to perform the work.**

REQUESTING TENANT: _____ **Phone No.:** _____

SIGNATURE: _____ **E-Mail:** _____

(Printed Name)

(Title)

(Date)

NAME/MAILING ADDRESS FOR APPROVED TWP: _____

CONTRACTOR (if known): _____ **Phone No.:** _____ **E-Mail:** _____

ARCHITECT/ENGINEER/DESIGNER (if applicable): _____

ADDRESS: _____

CONTACT: _____ **Phone No.:** _____ **E-Mail:** _____

AIRPORT USE ONLY – FOR APPROVAL (as applicable) TO PROCEED WITH CONSTRUCTION:

Asst. Director- Contracts (initials & date) _____ Bldg. Maint. Superintendent (initials & date) _____

Security Manager (initials & date) _____ Manager, Ops & Facilities (initials & date) _____

Environmental Compliance Specialist (initials & date) _____ OTHER _____

WORK PERMIT APPROVAL

Construction is hereby authorized to proceed on the proposed Work, after all appropriate permits have been obtained and the pre-construction meeting has been held. All Work done under this authorization is at the Tenant's own expense and risk, and Manchester-Boston Regional Airport shall not be held liable for any damages, losses, or injuries resulting from or connected in any way with this Work. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local code regulating construction or the performance of construction. The issuance of a work permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Approved with attached conditions

Tenant Work Permit Number

Richard S. Fixler, P.E. (or Designee)
Assistant Airport Director, Engineering & Planning

Date

FINAL INSPECTION

Conditions or Exceptions

Accepted: _____

Carlton Braley, Jr., A.A.E.

Date

Date: _____

Richard S. Fixler, P.E.

Date

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TENANT WORK PERMIT (TWP) APPLICATION INSTRUCTIONS

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Obtaining a Work Permit

1. Discuss preliminary concept of work with Assistant Airport Director for Properties & Contracts Management (602-624-6539 Ext 321).
2. Upon approval of concept by Properties & Contracts Management, obtain a Work Permit Application and a copy of the Construction General Provisions from the Engineering and Planning Department at ext.311. Engineering and Planning will advise Tenant of the need for other Agency review where applicable.
3. Submit the following to the MHT Engineering and Planning Department at the address at the bottom of this page:
 - a. A completed MHT Work Permit Application.
 - b. 1 electronic, 1 full and 3 half-size sets of preliminary construction plans and/or specifications for the planned work
4. Documents are then reviewed by Airport Staff. Accurate and complete documentation takes less time to process. When it is determined that the documents for the project are in compliance with MHT standards and all other requirements have been met, an approved MHT Tenant Work Permit for the work will be issued.
5. After obtaining all appropriate City and any related permits, submit four (1 electronic, 1 full and 3 half-size) sets of (seal stamped) final construction plans and specs. Upon receipt of the final plans, a pre-construction meeting will be held with MHT Staff. Depending upon the scope of work, this meeting may be held prior to obtaining any related permits in order to expedite construction.
6. At the Pre-Construction Conference meeting, the contractors will be briefed on rules, regulations, and procedures to be followed for the construction project. Contractors should be prepared to discuss the project in detail including a written schedule. The contractor should submit to Airport:
 - a. An original copy of the contractor's Insurance documentation on standard forms, as applicable. If construction costs exceed \$100,000, submit performance and payment bonds on standard forms.
 - b. A list of all sub-contractors to be used and their cell phone numbers.
 - c. Provide an Emergency Contact list (live lines – no answer service).

Project Design, Construction, and Inspection

All work must be performed by properly licensed personnel and comply with the State of New Hampshire Building Code, and all other rules, regulations, and policies of agencies having jurisdiction. Contractors must adhere to the appropriate sections of the Airport's Construction General Provisions and Special Project Procedures, where applicable. The Airport reserves the right to restrict the hours of work for work deemed to be excessively disruptive to the airport, at no additional cost to the Airport.

All materials and each portion of the Work are subject to inspection by the Airport. Other federal, state, and local agencies may require the contractor to have permits and inspections in addition to those required by the Airport. The Airport shall have no responsibility to insure that other permits or inspections are properly obtained, scheduled, or completed. Copies of all final, signed inspection documents should be forwarded to the Airport.

Contractor or tenant shall notify the Airport when the work is ready for inspections and when the work is complete. All required construction inspections of the project will be scheduled by the Airport.

Project Close Out

The project will be closed out when the contractor has:

1. Successfully completed MHT Final Inspection(s). At the Airport's option, work not completed as agreed will be performed by MHT and billed back to the tenant.
2. Submitted signed and sealed As-built documents (with CAD files on CD).
3. Submitted a copy of the contractor's Final Release of Lien(s) and certification letters from Contractor and Consultant.

Contractor insurance and bonds must remain current and in force until the Work Permit is closed.

Permit Fees and Charges

The Airport does not currently charge a fee for the Work Permit. However, work completed without an approved Work Permit will be subject to tenant charges or removal at tenant expense. All project permitting and development costs, fees, and taxes required to complete the work are the responsibility of the Tenant and Contractor.

For Further Information About This Program

MHT Engineering and Planning

John Hagopian, Environmental Compliance Specialist
Forms and Applications
Inspections
Assistant Director – Engineering & Planning
Assistant Director – Property & Contracts Management
E-Mail

603-624-6539
Ext. 311
Ext. 311
Ext. 311
Ext. 319
Ext. 321

Mailing Address

Tenant Work Permit

Manchester-Boston Regional Airport
One Airport Road, Suite 300
Manchester, NH 03103
Attn: Richard S. Fixler, P.E.
rfixler@flymanchester.com