Airport Administration Office
6450 Airport Way, Suite 1
Fairbanks, AK 99709
Main: (907) 474-2520
Email: fai.permits@alaska.gov
Website: www.fai.alaska.gov

State of Alaska
Department of Transportation & Public Facilities
Fairbanks International Airport

BUILDING PERMIT APPLICATION

17 AAC 42.280(a) *A lessee, permittee, or concessionaire may not clear, excavate, core, or fill land or construct, install, remodel, remove, or demolish temporary or permanent improvements on a premises without first obtaining an airport building permit.*

APPLICANTS MUST ACCURATELY PROVIDE ALL APPLICABLE ATTACHMENTS. **INCOMPLETE PERMIT APPLICATIONS CANNOT BE PROCESSED.**

1. Project Title _____ 2. ADA- _____
3. Applicant Name: _____
4. Mailing Address: _____ City: _____ State: ____ Zip Code: _____
5. Telephone #: _____ Alternate Telephone #: _____
6. Email: _____
7. New construction? ____ Alterations? ____ 8. Proposed Construction Dates: Start: _____ Finish: _____
9. Site Description: Block: _____ Lot: _____ Other:_____
10. Description of Proposed Improvements: _____

_____

11. Exterior Finish and Color: _____ 12. Estimated Cost: _____
13. Height of Tallest Proposed Improvement: _____ 14. Height of Tallest Equipment Used: _____
15. Contractor Name: _____ 16. Contractor Telephone #: _____
17. Contractor Email: _____
18. Have you included all attachments required for your project?

- ☐ 1. Site Plan Drawings to include:
  - ☐ a. Dimensions of all proposed improvements
  - ☐ b. Drainage / snow storage / driveway access plan
  - ☐ c. Location of utilities
- ☐ 2. Boundary Survey *(Check with FAI Admin for survey requirements)*
- ☐ 3. Construction Plan Drawings
- ☐ 4. Construction Safety Plan (CSP) *(Template available upon request)*
- ☐ 5. Utility Permits
- ☐ 6. Fire Marshal Approval & FAI AP&F Access Letter
- ☐ 7. FAA Environmental Review Process (NEPA)
- ☐ 8. FAA Form 7460-1 Approval
- ☐ 9. AK Dept. of Environmental Conservation (ADEC) Approval
- ☐ 10. Storm Water Pollution Prevention Plan (SWPPP)
- ☐ 11. Contaminated Materials Management Plan
- ☐ 12. Corps of Engineer Approval *(For Wetlands)*
- ☐ 13. Current Airport Security Map *(For Part 139 SIDA Areas)*

19. Applicant Signature _____ Title: _____ Date: _____
(Must be signed by lessee, permittee, or concessionaire)

FAI STAFF REVIEW BP No. _____ Date Logged In: _____ Initials: _____

Section	Reviewer	Date	Comments
Leasing			
Maintenance			
Operations			
Engineering			
Police & Fire			
Environmental			
Safety			
Planning			

APPROVAL/REJECTION

_____PERMIT REJECTED REASON:_____

_____PERMIT APPROVED – SEE ATTACHED LETTER DATED: _____

SPECIAL CONDITIONS: _____

Authorizing Officer: _____ Title: _____ Date: _____

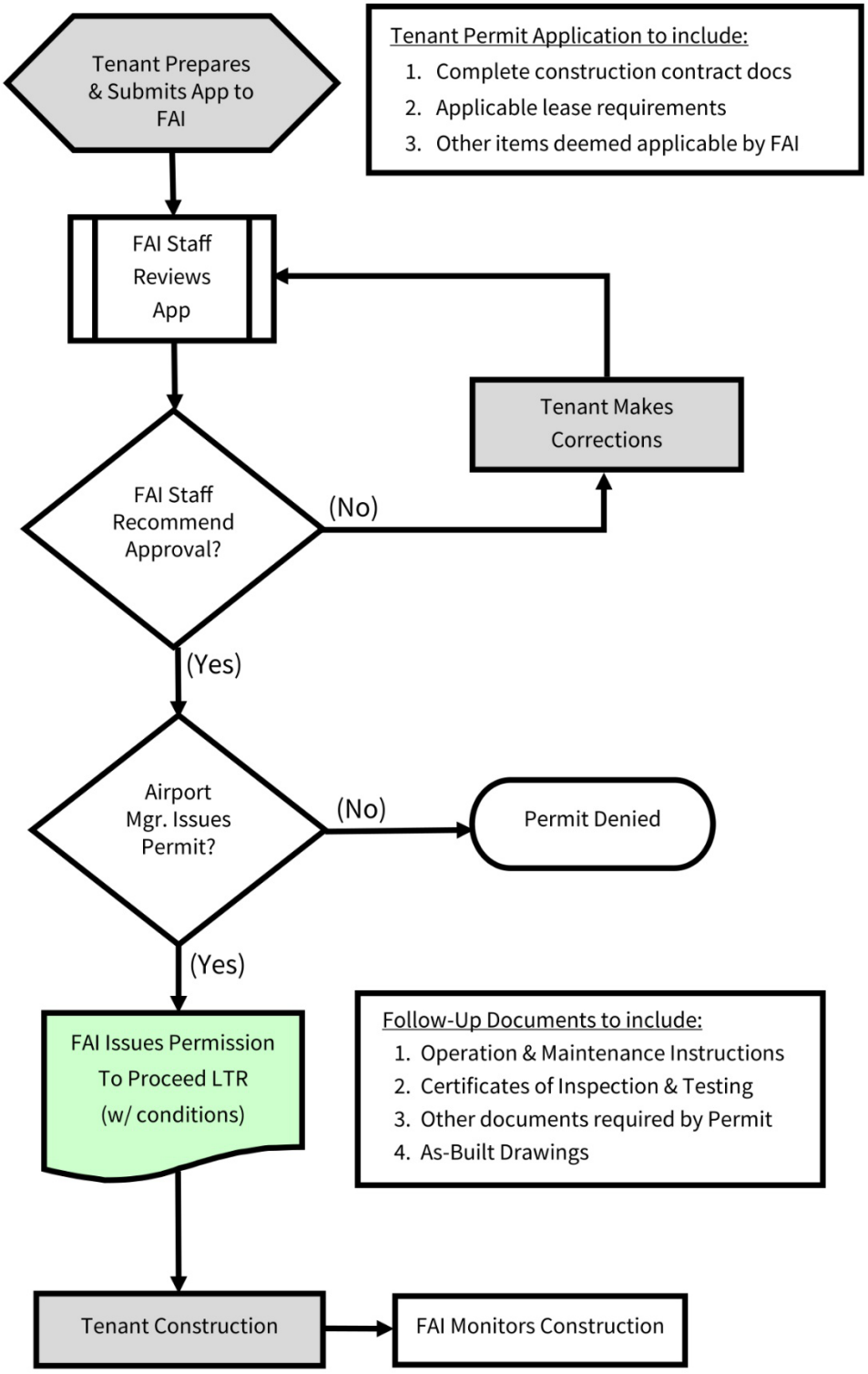
Airport Manager: _____ Date: _____

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BUILDING PERMIT TIMELINE



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SUPPLEMENTAL INFORMATION

In order to verify that all applicable attachments are supplied and all regulatory and FAI requirements are fulfilled, applicants must carefully review all supplemental information. Completed applications can be sent to: Airport Administration Office, Attn: Building Permit Coordinator, 6450 Airport Way, Suite 1, Fairbanks, AK 99709, or email to: fai.permits@alaska.gov.

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- ✓ The Airport Building Permit consists of the approved Airport Building Permit Application, its Attachments, and applicable requirements of the tenant's lease.
- ✓ Construction must be accomplished in accordance with all applicable local, State, and national codes and is the responsibility of the applicant. State 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.
- ✓ A Notice to Proceed letter shall be obtained from FAI before starting **ANY** on-site construction activity.
- ✓ After an Airport Building Permit has been approved, the permittee must post a copy of permit in a conspicuous location at construction site, preferably under a clear plastic cover to protect from damage.
- ✓ Deviations from approved construction plans in this permit must have prior written approval of the State.
- ✓ 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.

1. **Site Plan Drawings**: Delivered as PDF files on electronic media. If electronic document files are not available, printed 11x17 drawings are preferred. Site Plans should include:
   a. Dimensions of proposed improvements (e.g. buildings, tanks, parking areas, fences), distances from proposed improvements to lot-lines & existing structures.
   b. Drainage plan, including elevations, grades, & size of drainage structures & appurtenances. Location of snow-storage area & layout of aircraft, vehicle, & equipment parking.
   c. Locations of utilities including pole height, depth of burial.

2. **Boundary Survey**: Check with FAI Administration for survey requirements. Boundary Surveys are required for all exterior projects which propose any improvement beyond the current building footprint or current equipment location(s) and must be signed by a registered land surveyor.

3. **Construction Plan Drawings:** Not required if all construction details are shown on Site Plan. Documents should depict all construction work proposed for each design discipline along with specifications or project manuals. Construction Plan Drawings must be stamped as required by law.

4. **Construction Safety Plan (CSP)**: Please refer to FAA Circular Advisory A/C 150/5370-2G. A CSP template is available upon request. When work is done outside of lease area, maps should show staging areas, haul route, and barricade positions. A Traffic Control Plan (TCP) may be required.

5. **Utility Permits**: Utility service drops and off-premises utility installations require a separate Utility Permit issued by the Alaska Department of Transportation and Public Facilities (DOT&PF). For information regarding utility permits, contact the Fairbanks DOT&PF Utilities Section Office at 907.451.5408.

6. **State Fire Marshal Approval & Airport Police & Fire** : As required by regulation AS 18.70.080 for fuel tanks, conexes, fuel distribution, buildings where fire-resistive construction is involved (regardless of cost) and some heating systems, a letter of approval from local Fire Marshal on original plans is required for verification. For information, contact the Alaska Fire Marshal's Office at 907.269.5491. An additional Access Letter is required from Airport Police & Fire, contact 907.474.2555.

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SUPPLEMENTAL INFORMATION

7. **FAA Environmental Review Process (NEPA)**: Required to ensure all proposed actions at Airport are assessed for potential environmental & public health impacts, and considerations are integrated into development planning. The timeline of NEPA varies from **45-day min. to several months**, depending on complexity of project and type of NEPA analysis needed. Permittee shall initiate this process at https://www.faa.gov/airports/resources/publications/orders/environmental_5050_4

8. **Federal Aviation Administration Form 7460-1**: Federal Aviation Administration 14 CFR Part 77.9 requires that anyone proposing construction or alteration on a public use airport file notice (FAA Form 7460-1, "Notice of Proposed Construction or Alteration") with the FAA at least 45 days prior to beginning construction. Notices can be filed electronically at https://oeaaa.faa.gov/oeaaa/oe3a/main/#/home. The FAA will conduct an airspace study and issue a Determination Letter.

9. **Department of Environmental Conservation Approval**: ADEC approvals or plan reviews are required for: sewer & water installations, community water systems, underground storage tank removals, contamination remediation, spills, and various other activities which impact the environment. Installation of holding tanks is acceptable upon review and approval by both Airport Leasing and the DEC. Installation of septic tanks and underground storage tanks (USTs) on airport property is prohibited. Alaska Pollutant Discharge Elimination System Permit (APDES) is required for construction activities affecting one acre or more and for the operation of a facility engaged in industrial activities related to air transportation or other qualifying industries and/or activities. Industrial activities include deicing, equipment maintenance, vehicle washing, hazardous waste storage or handling, fueling, cargo handling, etc. Operators are required to file a Notice of Intent (NOI) for coverage under the APDES Multi-Sector General Permit.

10. **Stormwater Pollution Prevention Plan (SWPPP)**. Check with FAI Administration for SWPPP requirements. Operators are required to file a Notice of Intent (NOI) for SWPPP coverage. Contact the Alaska Department of Environmental Conservation (DEC) Office, 610 University Ave., Fairbanks, AK 99709; telephone number 907.451.2360. Any environmental plans approved by ADEC and existing environmental reports and test results must be included with the permit application.

11. **Contaminated Materials Management Plan**: Construction that involves the excavation and/or subsequent transport of soil or materials may warrant the submittal of a Contaminated Materials Management Plan along with this permit application.
    a. PFAS Considerations: Due to the widespread use of Per- and Poly-fluoroalkyl Substances (PFAS), contamination may be present on airport leased lots and delineation may be required to include sampling before, during, and/or after certain project-related activities to ensure the proper management and safe handling of PFAS-containing materials. Coordination with FAI and DEC is mandatory to determine if sampling is necessary and to what extent.
    b. Ensure all excavation conforms to AS 42.30.400 – 42.30.490; 29 CFR 1926, Subpart P; and confined space requirements in 29 CFR 1926.21(b)(6). Call the Dig Line at 811, or the Fairbanks branch at 907.459.6400, for more information.
    c. Contact the Environmental Program Manager at 907.474.2598 for further information.

12. **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. If adding any fill into a wetland, or waterbody, a COE permit will be required. If dredging material from a wetland or waterbody, a COE permit will be required. Applicant is responsible for determining presence and extent of wetlands on site. For information contact: Alaska District, Corps of Engineers, Regulatory Branch, telephone number 907.753.2712.

13. **Current Security Map**: For any projects within Part 139 areas of the Airport. Must include access doors, access system, SIDA access points, types of access controls & signage. *For Airport Standards contact FAI Operations at 907.750.0890. In addition to the above, any change in the Airport Operating Area (AOA) fencing requires prior approval of the TSA. Approval is obtained through applicants' coordination with FAI Airport Operations at 907.474.2550.

NOTE: Within 60 days of substantial completion, submit to the Permits Coordinator *(as applicable)*: 1) as-built drawings and/or surveys; 2) operations & maintenance (O&M) manuals; 3) testing & inspection reports; 4) other documents required by permit.