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

TERMINAL 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: Room#: _____ 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?

- ☐ Site Plan showing location & modifications
- ☐ Antenna (may require FAA 7460-1 approval)
- ☐ Counter/Shelving
- ☐ Sign/Poster
- ☐ Wall covering, Paint/Wallpaper
- ☐ Telephone/Data Circuit
- ☐ Carpet (must meet Class A flame spread rating material by Section 4204 of Uniform Building Code)
- ☐ Electrical Circuit (All work must be performed by a Journeyman Electrician or qualified contractor licensed by State of Alaska)

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			
Network Admin			
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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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.

********INCOMPLETE PERMIT APPLICATIONS CANNOT BE PROCESSED********

- ✓ The Airport Terminal 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 Terminal 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.

General

The Applicant/Contractor shall limit activities so there is no disruption to Airport or Tenant Operations. Prior to start and completion of any construction, a site inspection on all items must be scheduled with FAI Building Maintenance Supervisor and can be reached at 907.474.2516.

Site Plans

Site Plans can be delivered as PDF files on electronic media. If electronic document files are not available, printed 11x17 drawings are preferred. Site Plans should include dimensions of proposed improvements such as additions or deletions to current structure and distances to existing building features.

Airport Security and Badge Process

The Airport Operations Area (AOA) and the Secured Area are both Security Identification Display Areas (SIDA). Any personnel who need to operate in the SIDA must conform to the badged identification or escorted requirements. Any vehicle that has an operational need to operate within the AOA or Secured Area must obtain a vehicle permit or be under escort by an authorized escort person and vehicle. Please contact the FAI Badging Office at 907.474.2532 for badging and vehicle permits or if you have additional questions.

Project Safety

Contractors performing work in and around the Air Operations and Air Movement Areas must submit a Construction Safety Plan (CSP), which is a Federal Aviation Administration requirement for certain projects per Advisory Circular 150/5370-2G.
To maximize safety and reduce delays to airport operations, general safety operations and objectives must be met. Information on public safety on or near building and demolition sites must be included in the plan. Barricades, fencing, and signage are just a few of the things that must be included in this design. In addition to adhering to dust, noise, and other work limits, the contractor must schedule all noise-producing tasks, including core drilling or saw cutting, during times when airport traffic is minimal. The public will never be allowed on the construction site.

Tool Inventory

A Tool Management Plan is required for all construction projects that takes place in the public areas of terminal concourse (sterile area) to include areas such as offices and concessions within the Security Identification Display Area (SIDA). Mobilization of the Tool Management Plan must proceed with all phases of construction and will be enforced for the duration of the project.

Communications & Electrical Installations

The terminal facility has a structured communication cable system that is intended for use by tenants. All Installation of communication equipment or wiring shall be performed by qualified communication contractors/vendors only and shall conform to National Electric Code Article 800 as a minimum standard. Persons performing electrical or plumbing work must hold a State of Alaska Certificate of Fitness.

Flooring

Existing flooring and carpet areas shall be protected from traffic, dirt, wear, damage, or movement of heavy objects with polyethylene sheeting, cardboard, carpet or other suitable material. Replacement carpeting must meet Class A flame spread rating material by Section 4204 of Uniform Building Code. Check with Building Maintenance for proper specifications.

Antenna

All antenna installations require a permanent identification label including the Lessee name, ADA number, and Building Permit number. According to Federal Aviation Administration 14 CFR Part 77.9 Construction or alteration requiring notice: Any antenna structure over 20 feet in height, and one that would increase the height of another antenna structure on a public use airport requires 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.