

Work Permit Application

Tenant/Owner Information

Tenant/Owner

Street Address

City

State

Zip

Submitted By

Phone

Email

Location of Proposed Work (Building #, Room #, Concourse, address, etc.):

Scope of Work:

CHECKLIST

Requirements to Perform Work

Yes No **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 or email inspectionsservices@ind.com. 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.

Yes No **Hot Works (i.e. Welding and Cutting) – 675 IAC 22-2.4-27 Chapter 26 WELDING AND OTHER HOT WORK**



Hot Work Permit

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 or email inspectionsservices@ind.com. 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.

Yes No **Electrical – 29 CFR Part 1926, Subpart K**

Yes No **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.

Yes No **Scaffolding – 29 CFR Part 1926, Subpart L**

Yes No **Fall Prevention – 29 CFR Part 1926, Subpart M**

Yes No **Cranes & Hoists – 29 CFR Part 1926, Subpart N**

Yes No **Excavations & Trenching – CFR 29 Part 1926, Subpart P**

Yes No **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.

Yes No **Handling Hazardous Materials** – 29 CFR Part 1910, Subpart H

Yes No **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.

Yes No **Project Security Plan** - A detailed security plan will need to be submitted if the proposed work is in a secured area. 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.



Security Plan Form

Yes No **Handling of Refrigerants, Section 608, Clean Air Act** – 40 CFR Part 82, Subpart F.

Yes No **Data Cabling** – All Data cabling must meet EIA/TIA cabling standards. Routing of data cabling path must be indicated on drawing.

General Contractor Name



Emergency Contact (24/7) Name Phone Email

Estimated Cost Est. Start Date Est. Completion Date

List all sub-contractors working on job:

Please indicate which documents will be sent in with the Work Permit Application.

COI Guidelines

Yes	No	Insurance Certificate		
Yes	No	City Permit	COI-Owner: IAA	COI-Owner: Tenant
Yes	No	Airspace Approval (7460 if above 25')		
Yes	No	State Plan Review		
Yes	No	Safety Plan		
Yes	No	IAA/FAA Locates - Written Confirmation		

Note: When you click submit at the end of this form a email window will open with this form attached. Documents listed as included can be attached to the email at this time.

Is there a Storm Water Pollution Prevention Plan (SWPPP)? Yes No

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.

Signature

Date

Printed Name

Phone

Fax

ALL ADDITIONAL PERMITS AND LICENSES ARE THE CONTRACTOR'S RESPONSIBILITY

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