



INDIANAPOLIS AIRPORT AUTHORITY

**WORK PERMIT POLICY**

**A. Introduction**

Under IAA General Ordinance No. 3-2014, all construction, remodeling, additions, alterations, utility work, safety, environmental, or security work (hereinafter sometimes referred to individually and/or collectively as “Work”), of any kind or nature whatsoever, on property owned or leased by the Indianapolis Airport Authority (“IAA”), shall require a “work permit” issued by the IAA (the “Permit”). A Permit will be issued only to the entity, or an authorized representative of the entity, initiating the Work (the “Authorized Representative”).

**B. Time and Place of Filing**

The Authorized Representative must submit the Application (along with detailed plans) to IAA at least two (2) weeks prior to the desired start date. The IAA’s Work Permit Committee (the “Committee”) reviews work permit applications daily (as needed), and Applications can be submitted daily in order to get on the agenda for review. However, with respect to emergency repairs (e.g., major equipment replacements or repairs requiring immediate attention), the Work Permit Application (the “Application”) shall be submitted to the IAA by no later than 5:00 p.m. of the next business day (Monday-Friday). All Applications must be filed electronically at [workpermit@ind.com](mailto:workpermit@ind.com).

**C. Required Information**

The Application must contain the following mandatory information, or else it shall be rejected as incomplete and/or not considered by the IAA’s Work Permit Committee:

1. Specific location and limits of proposed activity, with a brief detailed description of the Work;
2. Anticipated start and completion dates (or as outlined in a detailed schedule);
3. If pertinent (or required by IAA) detailed plans and specifications stamped by an Engineer/Architect licensed to practice in Indiana, and other documents that may be deemed appropriate by the IAA;

Indianapolis Airport Authority, 7800 Col. H. Weir Cook Memorial Drive  
Indianapolis, IN 46241 FAX 317-487-5201  
[workpermits@ind.com](mailto:workpermits@ind.com)

4. Name(s), address(es) and telephone number(s) for the contact person(s) for the entity doing the Work;
5. Estimated cost of the Work;
6. If ANY portion of the project requires access into a “secured area”, a detailed project security plan (the “Security Plan”) must be submitted and approved by the IAA Work Permit Committee. At a minimum, the Security Plan must include the name of the security company providing the escort, the number of workers, the number of security personnel that will be used, and the point of entry into the “secured area”. All workers must be aware of, and abide by, the six (6) to one (1) ratio, 500 feet, in line-of-sight rule, where one security guard can escort up to six (6) workers so long as the workers are in line-of-sight of said guard and within a 500-foot radius of him/her. Larger projects that require posting of guards can be referenced per project specification requirements; the following entities are approved to provide security escorts at:

Blue Line Security	312-848-7462	Terminal and Airfield.
Airfield Safety	317-607-3375	Terminal and Airfield.
Kinsey Christian Security	317-744-0009	Terminal and Airfield.
Watchman Security	463-266-0477	Terminal and Airfield.
Marshall Security	812-322-6179	Terminal and Airfield.
Genesis Security	317-250-6578	Terminal and Airfield.

7. All information and/or questions on the Work Permit Checklist must be provided and/or answered, respectively, as it pertains to the proposed project; for assistance regarding all utility disconnects/shut off valves that are not directly located in a tenant space; the contractor shall contact IAA Maintenance at 317-487-5158 in advance for location and access, i.e. electrical panels.
8. Excavations, trenching, and borings will require utility locates from the Federal Aviation Administration (“FAA”) and the IAA, in addition to what is required by Indiana law. Allow 5 business days for IAA/FAA locates. Site plans must be sent, electronically, using the emails below:

IAA      [IAAUtilityLocates@ind.com](mailto:IAAUtilityLocates@ind.com)

FAA      [ATO-ESA-INDLocates@faa.gov](mailto:ATO-ESA-INDLocates@faa.gov)

Written confirmation of completion of utility locates from both FAA and IAA is mandatory prior to issuing a Permit.

Indianapolis Airport Authority, 7800 Col. H. Weir Cook Memorial Drive  
 Indianapolis, IN 46241 FAX 317-487-5201  
[workpermits@ind.com](mailto:workpermits@ind.com)

9. When performing work directly for the Indianapolis Airport Authority, you are subject to the following Requirements:

The licensed general contractor must provide proof of insurance in the form of a "Certificate of Insurance" showing the Indianapolis Airport Authority as the certificate holder with the correct address. The Indianapolis Airport Authority shall be named as an "additional insured", using a form at least as broad as Contractors Endorsement (CG2010 Ed. 11-85 which includes both premises liability coverage as well as products and completed operations coverage", a Waiver of subrogation, and the licensed general contractor shall provide an endorsement upon the request of the Indianapolis Airport Authority.

9a. When performing work directly for an airport Tenant, you are subject to the following requirements:

The licensed general contractor must provide proof of insurance in the form of a "Certificate of Insurance" showing the Indianapolis Airport Authority as the certificate holder with the correct address.

Since there is no contract or written agreement between the Indianapolis Airport Authority and the General Contractor, then the endorsements must specifically name the Indianapolis Airport Authority as additional insured using Endorsement Schedules showing both premises liability coverage as well as products and completed operations coverage, a Waiver of subrogation, and the licensed general contractor shall provide an endorsement upon the request of the Indianapolis Airport Authority.

Below is further details for required sections as listed in 9 and 9a:

Airside: \$10,000,000

Landside: \$ 5,000,000

Relievers: \$ 5,000,000

General and auto liability limits may be made up of a primary policy or a combination of primary and excess/umbrella coverage.

The licensed general contractor shall provide proof of worker's compensation insurance as required by statute with limit of no less than \$500,000.00 per accident for bodily injury or disease.

The licensed general contractor shall grant the Indianapolis Airport Authority a waiver of any right to subrogate which any insurer of said licensed general contractor may acquire against the Indianapolis Airport Authority by virtue of the payment of any loss under such insurance. The licensed general contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Indianapolis Airport Authority has received a waiver of subrogation endorsement from the insurer.

**D. Committee Review; Issuance of Permit.**

After the Application (and all the required information) has been received by the IAA, the IAA Work Permit Committee will review and approve, or disapprove, said Application; and no application may be approved absent a quorum of the IAA Work Permit Committee. If, after review by the IAA Work Permit Committee, the Application (and proposed Work) meets all IAA rules and regulations, does not violate the integrity, function or capacity of existing IAA systems or property, and is not contrary to the best interests of the IAA, its airport(s) or the public, then a Permit will be issued by IAA.

**E. Display of Permit; Penalties.**

After issuance, the Permit must be displayed in a prominent and highly visible location at the worksite. Failure to properly display a Permit may result in a penalty of One Hundred Dollars (\$100.00) per day and a suspension of work. Work shall not resume until fee is received by the IAA at 7800 Col. H. Weir Cook Memorial Drive, Indianapolis IN 46241, pending method of payment.

**F. Failure to Obtain Permit; Penalties.**

Failure to obtain a Permit will result in suspension of work in progress by issuance of a “stop work” order enforceable by IAA, and may also result in a penalty of Five Hundred Dollars (\$500.00) per day, for each day that any Work was performed without a Permit. Work shall not resume until an IAA Work Permit is issued, and the fee is received by the IAA at 7800 Col. H. Weir Cook Memorial Drive, Indianapolis IN 46241, pending method of payment.

**G. Inspections.**

IAA’s Building Inspector will make periodic and scheduled inspections of the Work being performed under the Permit.

If the Building Inspector should observe any environmental issues or violations, unsafe practices/conditions, or violations of IAA’s rules and regulations, then the IAA shall have the right to order an immediate suspension of said Work; and the Work shall not resume until and unless the cause of the suspension has been resolved to IAA’s satisfaction.

During final inspection, if it is found that the Work, or any part thereof, was completed contrary to, or inconsistent with, the information set forth or supplied in the Application, or if the Work has damaged and/or compromised any property or systems owned or operated by IAA, then, in such event, the Authorized

Representative shall be directly responsible and liable for promptly rectifying and correcting the situation to the satisfaction of, and at no cost to, the IAA.

#### **H. Extension of Time.**

The Work Permit Certificate will allow the construction to commence. If the construction time extends past the expiration date printed on the certificate, an extension may be obtained from the Building Inspector upon review of the circumstances, upon approval the existing work permit will be updated as applicable.

#### **I. General Provisions.**

A Permit issued by IAA: (i) shall be in addition to any and all other permits, licenses, certificates, approvals, etc., that may be required by local, state, and federal governmental authorities or agencies, or by a lease or other contract with the IAA; (ii) will not supersede or pre-empt any requirement of another government authority or agency, nor shall it relieve the Authorized Representative from complying with, and fulfilling, all the applicable requirements thereof; and (iii) shall not be deemed, construed or considered as approval of a project for fitness for a particular use, structural integrity, suitability of purpose, or otherwise.

#### **J. Post Construction.**

##### **1. Final Construction Costs**

Within thirty (30) days, or as specifically defined within Tenants' lease documents, of completion of any construction or alterations, Tenant or contractor, shall present to IAA for examination and approval a sworn statement of the Final Construction and/or Alteration Costs.

##### **2. AS-BUILT DRAWINGS**

Within thirty (30) days, or as specifically defined within Tenant's lease documents, following completion of any construction, additions, alterations or improvements, Tenant or contractor shall present to IAA a complete set of Portable Document Format (PDF) "record" drawings, including all amendments and changes issued during construction, and including, but not limited to, specifications, submittals and shop drawings. In addition, all "as-built" drawings must be submitted in a current supported AutoCAD release.