



Allegheny County Airport Authority
PITTSBURGH INTERNATIONAL AIRPORT

Landside Terminal, 4th Floor Mezz.

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Pittsburgh, PA 15231-0370

ph: 412-472-3500

[www-FlyPittsburgh-com](http://www.FlyPittsburgh.com)

June 26, 2007

To: All Tenants
Allegheny County Airport – Borough of West Mifflin

Subject: Instructions – Requests for Tenant Modifications at
Allegheny County Airport

This memorandum contains the procedures and requirements that airport tenants shall follow for the submission of proposed construction projects at Allegheny County Airport within the Borough of West Mifflin, for the purpose of receiving design approval from the Allegheny County Airport Authority (ACAA) and authorization to begin construction.

Prior to initiating any written action for approval of a project, it is suggested that preliminary discussions be held with the ACAA Business Administration Section to determine if there are any obvious concerns to the proposed project. This also applies to proposed projects for airport sub-tenants. Discussions of this nature help to identify and address potential problems in the early stages, eliminating confusion and wasted time for all parties concerned. Conceptual project approval, however, does not constitute final design approval required prior to the start of construction.

If preliminary discussions with ACAA's Business Administration Section are positive, then a formal request for design approval shall be submitted. **All requests are to be directed to Thomas Somerville, P.E., Director of Engineering & Construction.** The scope of the proposed project will determine the level of detail required for the submission. **If the request does not modify any existing building system – communications, electrical, fire detection/protection, mechanical, plumbing or structural, and does not affect public common areas, then a letter with a detailed description of the project is sufficient.** Examples of this type of request are replacements in-kind, painting, signage (not requiring additional electrical connections), retail display fixtures, and carpeting or re-carpeting of a leased area. Sketches should be submitted in order to clarify the proposed work and expedite the review.

Requests that involve work of a more complex nature must be submitted in writing with three (3) sets of detailed drawings that clearly delineate the project scope. Projects that require the modifications to any building system must carry the seal of a registered architect or professional engineer. The ACAA Engineering & Construction Section reserves the right to request additional information that will permit a thorough and timely review of the submitted project.

When action has been taken on a request, one copy of all drawings will be stamped accordingly and returned. The Airport Authority's Chief Operating Officer will grant final Approval in writing. Proposed projects will be submitted by the tenant to the Borough of West Mifflin for their review and approval per the current adopted edition of the International Building Code, Use-by-Right (Zoning), Certificate of Use & Occupancy, and any other requirements of the borough.

Requests to Borough of West Mifflin should be addressed as follows:

Borough of West Mifflin – Building Inspection Department
3000 Lebanon Church Road
West Mifflin, PA 15122

Attention: Building Inspector

412-466-8174

Prior to the start of construction, the tenant's authorized representative shall provide a completed Construction Contact Information form (included with ACAA Approval Letter), and a copy of the Borough of West Mifflin Building Permit (when required), to receive the ACAA Building Permit. Contact the ACAA Engineering/Construction Section at 412-472-3535 or 412-472-3784 and provide the name of the contractor along with the proposed project start and completion dates. Failure to provide all pertinent information or failure by the tenant to acquire the building permit will result in the immediate suspension of all project work. The building permit(s) along with the Borough of West Mifflin Sign-off Sheet, must be conspicuously displayed at all times for the project duration. The ACAA permit will indicate the effective start and completion dates as well as other pertinent information. (See attached example)

Failure to post the project's building permit(s) will be sufficient cause to stop all construction immediately. Work cannot commence prior to the start date shown on the ACAA issued building permit.

Tenants proposing construction or remodeling of a Food Preparation Facility shall review and comply with the requirements of the Allegheny County Health Department – Food Protection Division. (See attached requirements)

A copy of all approvals and the most up to date building construction documents shall be retained by the contractor on site and be produced when requested by representatives of the ACAA. The Airport Authority reserves the right to halt any work that upon inspection deviates from the approved plans. Requests for changes shall be made in the same manner as the original request. No change, including substitution of alternate materials, will be permitted prior to Engineering/Construction Section review.

A Registered Master Plumber shall complete all plumbing work. Required plumbing inspections must be performed as required by the Allegheny County Health Department, Article 15.

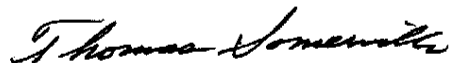
For any project requiring new Natural Gas service, the tenant shall contact *Equitable Gas-New Construction Team* at 412-395-2085 and complete information required in the Express Service packet

Upon project completion, a memo indicating the project completion date, and final project cost, and as-built drawings, if required (One full-size mylar and an electronic copy in either Microstation or Autocad format) must be submitted to the ACAA Engineering/Construction Section within 30 days of the project's completion. Failure to submit this information in a timely manner may affect approval of future tenant requests.

This procedure is effective immediately and no request will receive consideration unless these guidelines are followed.

Your cooperation is appreciated and if you have any questions, please contact the Engineering/Construction Section at 412-472-3535 or 412-472-3784.

Very truly yours,



Thomas Somerville, P.E.
Director of Engineering/Construction

Attachments

cc: Allegheny County Health Department
Borough of West Mifflin