



ALLEGHENY COUNTY AIRPORT AUTHORITY  
PITTSBURGH INTERNATIONAL AIRPORT  
ALLEGHENY COUNTY AIRPORT

## TENANT REQUEST PROCESS

**To:** All Pittsburgh International Airport and Allegheny County Airport Tenants  
**Subject:** Requests for Alterations to Airport Property and Buildings

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### 1. Initial Notification and Modification Determination

All Tenants are required to notify the Allegheny County Airport Authority (ACAA) Engineering Department, Tom Woodrow, P.E., Vice President, Engineering (412) 472-3667 or [twoodrow@flypittsburgh.com](mailto:twoodrow@flypittsburgh.com) and Paul Saxon, Construction Inspection Administrator (412) 370-7654 or [psaxon@flypittsburgh.com](mailto:psaxon@flypittsburgh.com) regarding an intent/desire to alter, replace, add or enhance their existing leased structure, space, finishes and/or equipment. The ACAA and tenant shall first discuss the nature and scope of the desired alteration to determine if the alteration to the facility is minor in nature and therefore could be processed, reviewed, and approved via an expedited process. If the alteration is minor in nature the ACAA may be able to review and approve the modification with an informal process such as reviewing sketches and providing email approval. However, the ACAA must provide written approval in some form, i.e. letter or email before any alterations can begin. If the alteration is determined not to be minor in nature, then the Formal Tenant Request Submittal process as outlined below must be followed.

For the Formal Tenant Request Submittal process, the formal ACAA tenant request approval letter is required prior to the project being bid. Detailed scope of work, drawings and specifications as outlined in Section 2 must be submitted to the ACAA for review and comment prior to bidding. ACAA review comments must be integrated with the final Bid/Construction Documents. Compliance with the following codes apply: Building (2009 International Building Code), Mechanical (2009 International Code), Electrical (2009 International Code), NFPA, Accessibility (2009 ICC/ANSI A117.1 Accessible and Usable Buildings and Facilities), Energy Conservation (2009 Energy Conservation Code), Plumbing (2009 International Plumbing Code as amended by the Allegheny County Health Department, Plumbing Division. Note: Final Plumbing approval must be obtained through the Allegheny County Health Department Plumbing Division.

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In the planning of your project, the following guidelines should be reviewed:

- Contractor Environmental Health & Safety Handbook
- PA One Call

There are Forms that must be submitted for certain requests.

- FORM 1) Confined Space
- FORM 2) Hot Work
- FORM 3) Sample Building Permit
- FORM 4) Request for Additional Utility Service
- FORM 5) Request for Additional Electrical Service
- FORM 6) Request for Communications Service
- FORM 7) Request for Internet Service
- FORM 8) Construction Contact Information
- FORM 9) FAA FORM 7460
- FORM 10) Equipment/Crane Airspacing Request
- FORM 11) Key Audit Form

## 2. Formal Tenant Request Submittal

The Tenant must submit their formal request on company letterhead and must include:

- 2.1 Detailed scope of work.
- 2.2 Three (3) full size sets of 100% complete detailed construction drawings and specifications with the seal of a Pennsylvania registered architect or professional engineer, as applicable.
- 2.3 Copies of Municipal Building Permits, as required. The tenant is required to obtain the Municipal Building Permits.
  - 2.3.1 Requests to Findlay Township Building Inspection Department should be sent to the following:  
Findlay Township Building Inspection Department  
Attn: Building Inspector  
1271 Route 30 – PO Box W  
Clinton, PA 15026  
Tel: (724) 695-0500

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2.3.2 Requests to Moon Township should be sent to the following:

Moon Township  
Attn: Building Code Official  
1000 Beaver Grade Road  
Moon Township, PA 15108  
Tel: (412) 262-1700

2.3.3 Requests to West Mifflin should be sent to the following:

West Mifflin Borough  
Attn: Chief Building Inspector  
Community Development Department  
1020 Lebanon Road  
West Mifflin, PA 15122  
Tel: (412) 466-8174

Formal Tenant Request Submittals are to be submitted to Tom Woodrow, P.E., Vice President, Engineering, Allegheny County Airport Authority, Pittsburgh International Airport, Landside Terminal, 4th Floor Mezzanine, Pittsburgh, PA 15231-0370.

### **3. Change Management**

Requests for changes shall be made in the same manner as the original request. No change, including substitution of alternate materials will be permitted without ACAA review and written approval.

### **4. ACAA Building Permit (Pre-Construction)**

To receive the ACAA Building Permit the Tenant must submit to the ACAA the following:

- 4.1 A completed Construction Contact Information Form (included with ACAA Approval Letter),
- 4.2 Name of the contractor and all sub-contractors anticipated to be used
- 4.3 Copies of Municipal Building Permits, and
- 4.3 Project start and completion dates.

### **5. Communication**

The alteration or project manager should provide the name and contact information of a single Point of Contact (POC) for the project.

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## 6. Construction

- 6.1 The contractor must maintain copies of all construction documents, approvals and drawings (including red lined as-builts) on-site until the completion of the project.
- 6.2 The ACAA and Municipal Building Permits must be displayed until project completion.
- 6.3 The ACAA will perform random interim inspections during construction.
- 6.4 The ACAA reserves the right to halt any work for safety violations or any work that deviates from the approved plans.

## 7. Final Closeout Inspection

- 7.1 Final closeout inspection will be done at project completion by Paul Saxon, Construction Inspection Administrator at (412) 370-7654. If needed, a punch list will be made for tenant/contractor completion before the ACAA signs off on the project.
- 7.2 After the ACAA accepts the final work, a set of as-built drawings, hard copy and electronic, must be submitted within 60 days to Paul Saxon, Construction Inspection Administrator in the ACAA Engineering Department.
- 7.3 During final inspection a key must be provided for the Fire Department.

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