



ALLEGHENY COUNTY AIRPORT AUTHORITY
PITTSBURGH INTERNATIONAL AIRPORT
ALLEGHENY COUNTY AIRPORT

SPACE MODIFICATION REQUEST PROCESS

To: All Pittsburgh International Airport and Allegheny County Airport
Licensee or Concessionaire

Subject: Requests for Alterations to Airport Property and Buildings

1. Initial Notification and Modification Determination

All Licensee or Concessionaires are required to notify the Allegheny County Airport Authority (ACAA) Engineering Department via the Space Modification email, SpaceModification@Flypittsburgh.com and cc: msutton@Flypittsburgh.com, regarding an intent/desire to alter, replace, add or enhance their existing leased structure, space, finishes and/or equipment. The ACAA and applicant 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 Space Modification Submittal process as outlined below must be followed.

The formal ACAA Space Modification 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 codes adopted in the Pennsylvania Uniform Construction Code applies, including Building, Mechanical, Electrical, Accessibility, Energy Conservation, and Plumbing (Note: Final Plumbing approval must be obtained through the Allegheny County Health Department Plumbing Division.) Contact the local Authority Having Jurisdiction according to project location for further information.

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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) Building Permit Sample
- 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. Space Modification Request Submittal

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

- 2.1 Detailed scope of work.
- 2.2 One (1) electronic PDF version 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 applicant is required to obtain all 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 Building Code Official 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 Chief Building Inspector 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 Space Modification Requests can be submitted with the above information by email to SpaceModification@Flypittsburgh.com and cc: msutton@Flypittsburgh.com.

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 applicant 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.
- 4.3 Project start date and duration.

5. Communication

The Licensee, Concessionaire 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 must be scheduled at project completion with ACAA Construction Inspector Tullio Petito at (412) 758-0032. If needed, a punch list will be made for applicant/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, pdf and AutoCAD, must be submitted within 60 days to the Construction Inspector in the ACAA Engineering Department.
- 7.3 During final inspection a key must be provided for the Fire Department.

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