IMPORTANT PHONE NUMBERS / CONTACT INFORMATION

Numbers for LAX, ONT, VNY and the FAA….

LAX Agency/Company	Phone Number
Los Angeles Department of Water & Power	(800) 342-5397 – 24 hrs.
Los Angeles Department of Water & Power – Water	(213) 481-5411
Los Angeles Department of Water & Power – Power	(213) 367-4215
Southern California **Gas** Company	(310) 605-4181
AT&T Engineering, typically Raymond Dove (**Phone Lines**)	(310) 515-4257
Southern California Edison (**Electricity**)	(800) 655-4555
LAX **Fuel**	(310) 646-2990
Airport Community Relations	(424) 646-7450
Airport Operations	(310) 646-4265
Airport Operations 24 hour **non-life threatening** emergency	
Airport Response Coordination Center (The 'ARCC')	(424) 646-5292
Commercial Development Group (Properties)	(424) 646-7200
Engineering/Facilities Management	(424) 646-5700
Airport Development Group	(424) 646-5800
Badging	(424) 646-5500
LAWA / LAX Airport Police	**(424) 646-7911**
LAWA / LAX Airport Police non-emergency	(310) 646 4268
Police / Fire / Rescue	911
Fire Prevention/LAFD	(213) 978-3800
LA Department of Building and Safety (LADBS)	(888) LA4-BUILD

ONT Ontario Airport Division		Phone Number
Aircraft/Rescue and Firefighting Section		
Lindsay, Dan	Chief Airport Safety Officer	(909) 975-5570
Meier, Dan	Sr. Airport Safety Officer	(909) 975-5578
Airfield Operations Section		(909) 544-5349
Snyder, D. Keith	Chief of Operations	(909) 544-5340
Airport Manager's Office		
Romo, Jess	Airport Manager	(909) 544-5300
Construction and Maintenance		(909) 544-5254
Hartnett, Larry	Maintenance Supervisor	(909) 544-5254

ONT Ontario Airport Division (continued)		Phone Number
Landside Operations Section		(909) 544-5430
Kamayatsu, Wendy	Management Analyst	(909) 544-5432
Law Enforcement Section		(909) 933-5650
Staar, Greg	Captain	
Security Badge Office		(909) 544-5170
Rogers, Stan	Management Analyst	(909) 544-5171

VNY Agency/Company	Phone Number
Operations	(818) 442-6506 – 24 hrs.
Special Permit to Operate Vehicles on the Airfield	
Motor Vehicle Operating Permit Program (MVOP)	(818) 442-6506 – 24 hrs.
Maintenance	(818) 442-6600
Public Relations	(818) 442-6526
Airport **Police**	(818) 442-6514 – 24 hrs.
	(818) 442-6570 – 24 hrs.
Los Angeles **Fire** Department, Station 114	(818) 756-8635 – 24 hrs.
Emergencies	**911**
Los Angeles Department of Water & Power	(800) 342-5397 – 24 hrs.
Los Angeles Department of Water & Power – Water DWP Water - www.ladwp.com/ladwp/cms/ladwp001966.jsp	(213) 367-2130
Los Angeles Department of Water & Power – Power DWP Power - www.ladwp.com/ladwp/cms/ladwp001686.jsp	(818) 771-4100
Southern California **Gas** Company Gas Co - www.socalgas.com	(800) 427-2000

FAA – Western Pacific Regional Office **HI, CA, NV, AZ, GU**

Phone: 310 725 3600
Website: www.faa.gov
Address for Deliverables:
15000 Airport Boulevard
P.O. Box 92007
Lawndale, CA 90261

Regional Office Mailing Address:
Western-Pacific Region
Airports Division – Regional Office
AWP-600
World Way Postal Center
Los Angeles, CA 90009

FAA – Notice of Proposed Construction or Alteration forms (7460-1 / 7460-2).
FAA Obstruction Evaluation / Airport Airspace Analysis (OE / AAA).
https://oeaaa.faa.gov/oeaaa/external/portal.jsp Phone: (310) 725-6557.

You may file forms 7460-1 and 7460-2 electronically via this website - New User Registration.

or

You may file forms 7460-1 and 7460-2 via US Postal Mail to:

Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Group
2601 Meacham Boulevard
Fort Worth, TX 76193

Document Date: April 3, 2014

Tenant Project Approval Process

LAWA's New Tenant Project Approval Process was designed to employ uniformity and organization through a formal review process, while encouraging and facilitating communication between LAWA and the Tenant. The process is consistent and controlled so that the basic flow of information is the same within each review stage. Different divisions will lead the process internally as the project progresses. However, the way that the Tenant submits to LAWA and the manner in which LAWA will issue a response at each phase will be the same throughout the process. The review process seeks to keep the size and magnitude of the Tenant project in perspective adapting a reasonable level of effort and oversight appropriate for the scope of the project. LAWA's goal is to take a more facilitative approach, in which we assist our Tenants in making investments that are mutually beneficial to both parties.

To Initiate a Project:

To start a new project, a Tenant should submit a Concept Request Form along with appropriate attachments to LAWA at: projectapprovals@lawa.org . The Concept Request Form is designed to prompt the Tenant to provide all the appropriate and pertinent information that LAWA needs up front to effectively evaluate the proposed project and provide a 5% Concept Review. Instructions accompany the form and explain each field and the attachments that should be included. It is important that these forms are filled out as completely as possible and the attachments are provided so that LAWA can efficiently and effectively review the proposed project. Every Concept Request Form should be accompanied by a copy of the Master Lease Exhibit (MLE), which is a drawing that specifies the Tenant's leased area affected by the project. The submittal should also include other exhibits such as sketches, drawings, photographs, and/or cut sheets that clearly define the scope of work. While there are no minimum submittal requirements for these exhibits, the more inclusive the initial submittal is the better review LAWA will be able to perform. Please note: if there are any changes to the original proposed scope submitted for the 5% Concept Review later in the review and/or construction process the project may be subject to an additional review. The Tenant can request assistance from their Business Relationship Manager (BRM) if any questions or issue arise at this stage.

Concept Review Stage:

Once the completed Project Request Form and its attachments are submitted, LAWA's Facilities Planning Division will lead an internal review of the submittal with input from other key LAWA divisions. The project will be evaluated for business and leasing issues, as well as planning, technical, and operational impacts. Each division within LAWA will review the project (or at minimum be made aware of the project) through the Project Approval Team (PAT). The PAT consists of representatives from all of LAWA's divisions organized into teams by project type: Terminal, Airside, Landside, Infrastructure, Concessions, and TBIT/Bradley West. There are also teams for Van Nuys, Ontario, and Palmdale. The PAT members are responsible for reviewing the projects based on their individual expertise and meet regularly to follow up with all active projects. At this stage, the reviewers will be determining if the project is feasible, fits with the planning goals of the airport, and determining additional information needed.

The staff recommendations and evaluation of the project will be reviewed by LAWA Executives (the Executive Project Approval Team or EXPAT) and the project will be approved or denied. Once a decision has been rendered, LAWA will issue a response to the Tenant through either a Concept Approval or a Denial Letter. Should the Concept Request be denied, the Tenant will receive a Concept Denial Letter and a phone call explaining the reason for the denial. If the Concept Request is approved, the Tenant will receive a Concept Approval Letter indicating that the project has been approved to move forward in the design and review process. The letter will provide direction as to how the Tenant should move forward in the process, which reviews will be required, and to whom subsequent packages should be submitted. Each letter will also be accompanied by a Comment Log, which articulates comments specific to the project. The Tenant should submit responses to each of the comments in the log with their subsequent submittal. Should the Tenant have any questions regarding the Concept Review Letter, they may contact the LAWA Project Manager designated in the letter for assistance. The Tenant can expect to receive a Concept Response within 2-3 weeks of submitting a complete Concept Submittal.

Please note: All projects must go through a Concept Review. A Concept Review Letter does not mean that Construction may begin. Please be mindful that the Concept Approval is valid for 180-days after issuance. Failure to provide a 100% Conformed Package within this time frame may require your proposed project to undergo supplemental review.

Additional Reviews:

Some projects will require additional technical reviews, between the 5% Concept Review and 100% Notice to Proceed Reviews, at intervals that are appropriate for the scope of the project and that correspond to standard design development milestones. If any other progress reviews of the design documents are required before a conformed set of documents is submitted, it will be decided during the Concept Review and outlined in the Concept Approval Letter.

30% Design Conditional Review

If a 30% Design Conditional Review is required, the Tenant will submit a 30% Package according to the standards in the Design and Construction Handbook. The package should address the comments and conditions outlined in the Concept Approval Letter. LAWA's Facilities Planning Division will lead an internal review of the submittal with input from the Project Approval Team. Once this review is complete, the Tenant will receive a 30% Design Conditional Review Response Letter.

60% Design Progress Review

If a 60% Design Progress Review is required, the Tenant will submit a 60% Package according to the standards in the Design and Construction Handbook. The package should address the concerns and conditions outlined in the Concept Approval Letter (and 30% Conditional Response Letter if Conditional Review was required). LAWA's Airport Development Group (ADG) will lead an internal review of the submittal with input from Project Approval Team. Once this review is complete, the Tenant will receive a 60% Progress Response Letter.

90% Design Progress Review

If a 90% Design Progress Review is required, the Tenant will submit a 90% Design Package according to the standards in the Design and Construction Handbook. The package should address the concerns and conditions outlined in the Concept Approval Letter (and 30% Conditional Response Letter and/or 60% Progress Response if these reviews were required). ADG will lead an internal review of the submittal with input from the Project Approval Team. Once this review is complete, the Tenant will receive a 90% Progress Response Letter. Please note that even if a 90% Progress Review is not required, the Tenant is always welcome and highly encouraged to submit for a courtesy review prior to applying for any applicable permits and submitting a 100% Notice to Proceed package. If the Tenant chooses not to provide a 90% Submittal Package, please be advised that should there be any additional comments stemming from the submission of your 100% Conformed Package that require subsequent revisions, you may be required to resubmit to applicable permitting agencies. If the Tenant chooses to submit a 90% Progress Review Package when it is not required, it is our goal that your project will receive at expedited 100% Notice to Proceed Review.

100% Notice to Proceed Review:

For many projects the next submittal required after the Concept Review will be a Notice to Proceed Review. The Tenant will submit Conformed Documents that incorporate the comments and conditions set forth by LAWA in the Concept Review Letter (and any subsequent reviews), that bear a stamp of approval from the Los Angeles Department of Building and Safety (LADBS), have any other permits related to the project, and reflect to the standards and requirements of the Design and Construction Handbook. ADG will lead an internal review of the submittal with input from other key LAWA divisions. The package will be evaluated to ensure all pre-requisite criteria, conditions, and comments have been met and satisfied. Once the package is satisfactory, LAWA will issue a Notice to Proceed Letter giving the Tenant authorization to commence construction.
Please note: All projects must go through a Notice to Proceed Review. Construction may not begin until the Tenant has been issued a Notice to Proceed Letter.

Construction:

The ADG Project Manager will serve as the single point of contact with the Tenant for all construction related matters during the construction process. The ADG PM is responsible to ensure the interests of LAWA are satisfied during construction and will serve as the liaison between the Tenant and Construction and Logistics Management (CALM) to ensure logistics are coordinated and executed in compliance with established guidelines and procedures. The PM will also facilitate coordination between the Tenant and their contractors and the Facility Management Group to facilitate utility shutdowns, so that they are effectively implemented with minimum impact to the traveling public, operations and other Tenants. Insert sentence on Pre-Construction Meeting/NTP Meeting…

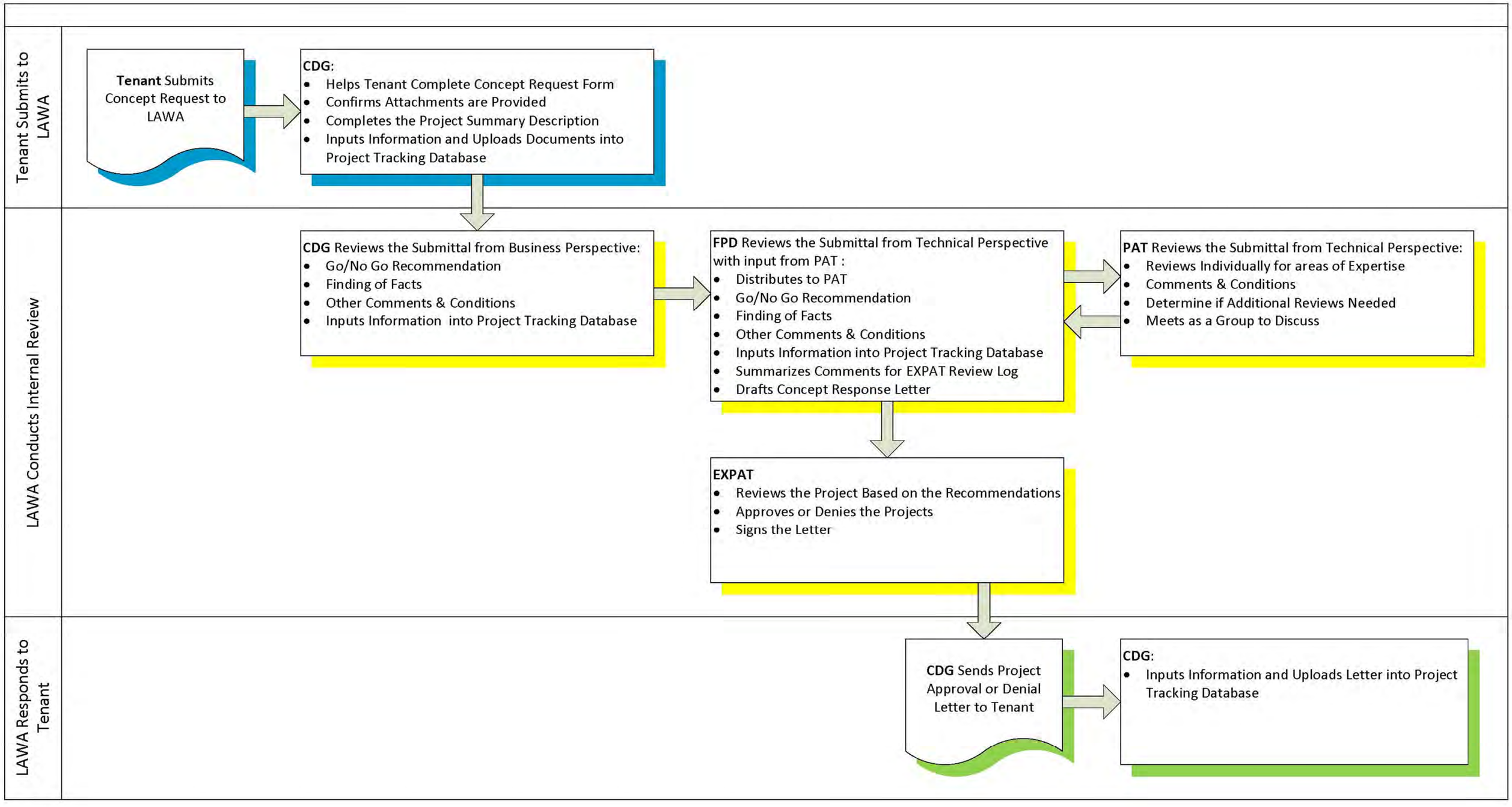
Closeout:

As the end of the project draws near, the ADG PM working with LAWA Inspections will ensure the conditions set forth in the Closeout section of the Design and Construction Handbook are fully satisfied. When all conditions have been met, ADG will notify LAWA's Commercial Development Group (CDG) verifying that the project is ready for Closeout. LAWA will issue a Project Closeout Letter to the Tenant, effectively closing the project (releasing the bonds, etc.).

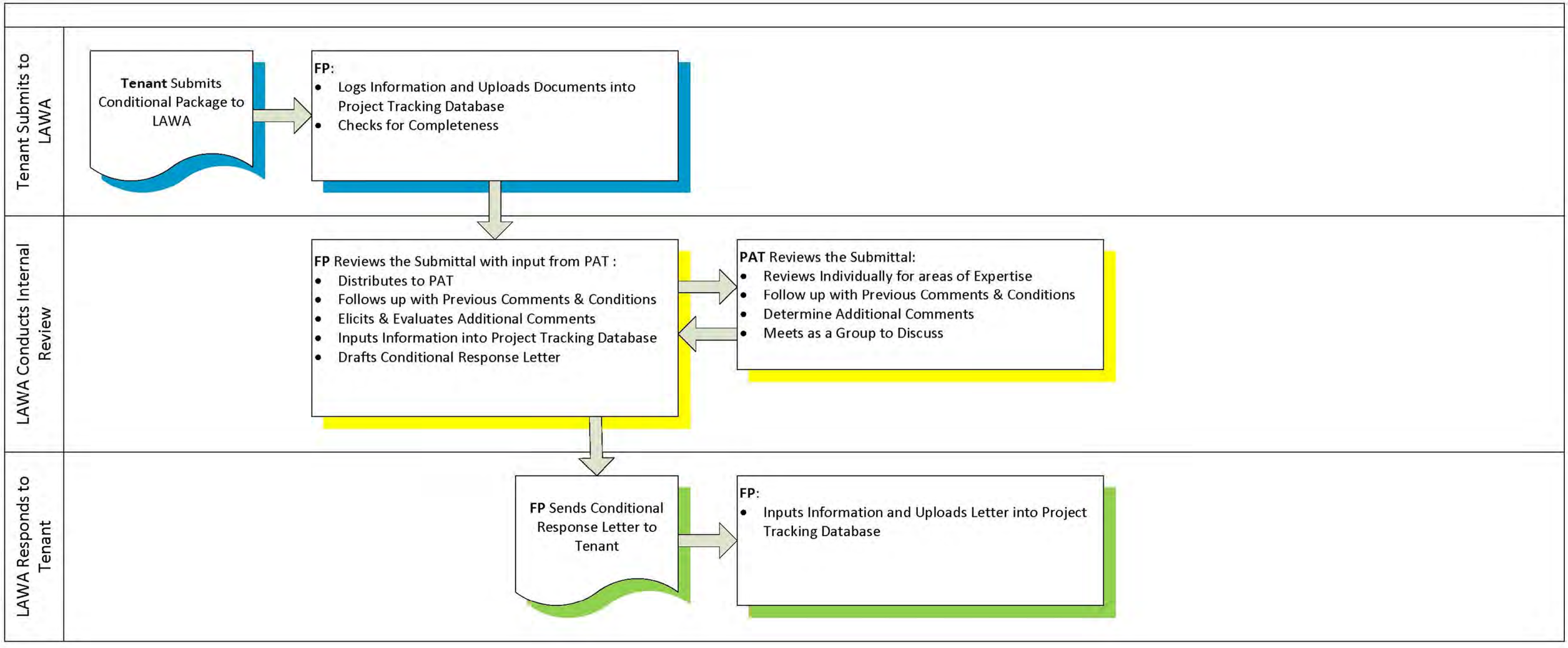
Document Date: December 12, 2011

New Tenant Project Approval Process

5% Concept Review

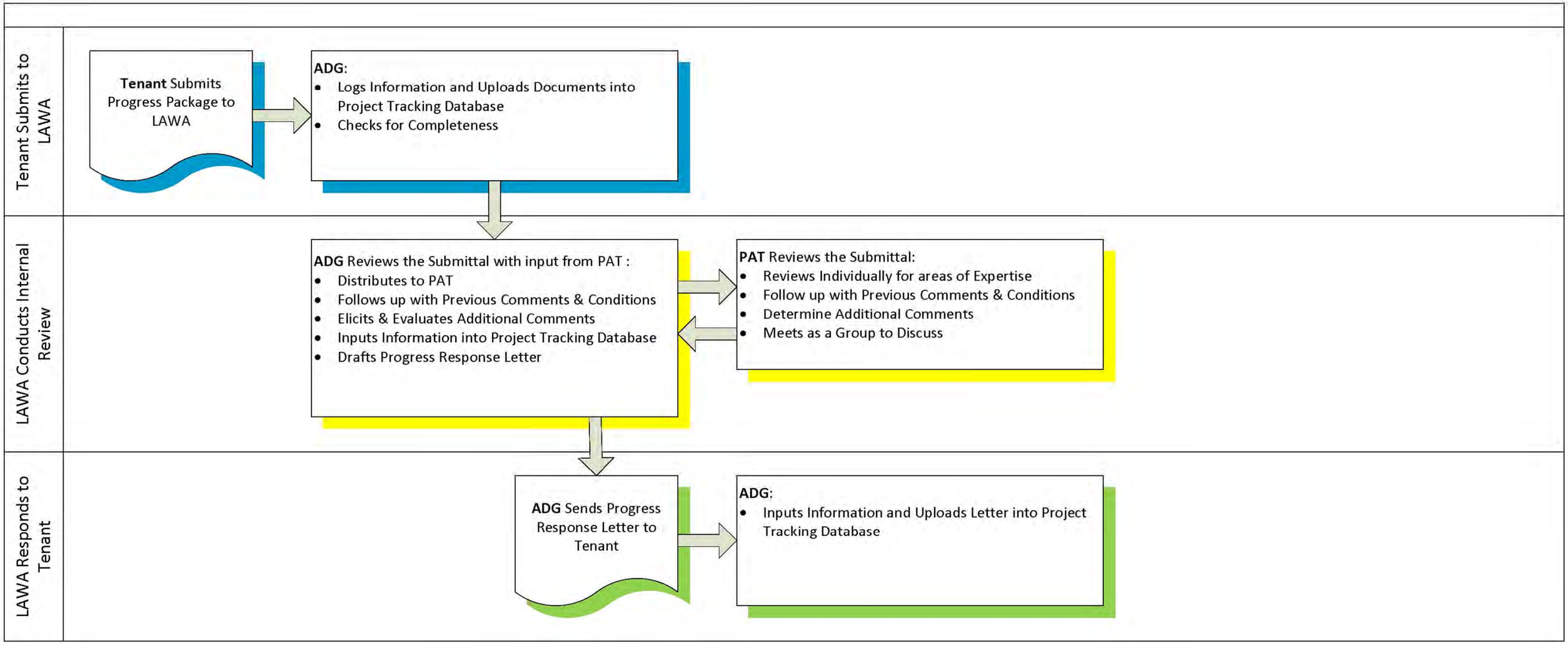


30% Conditional Review

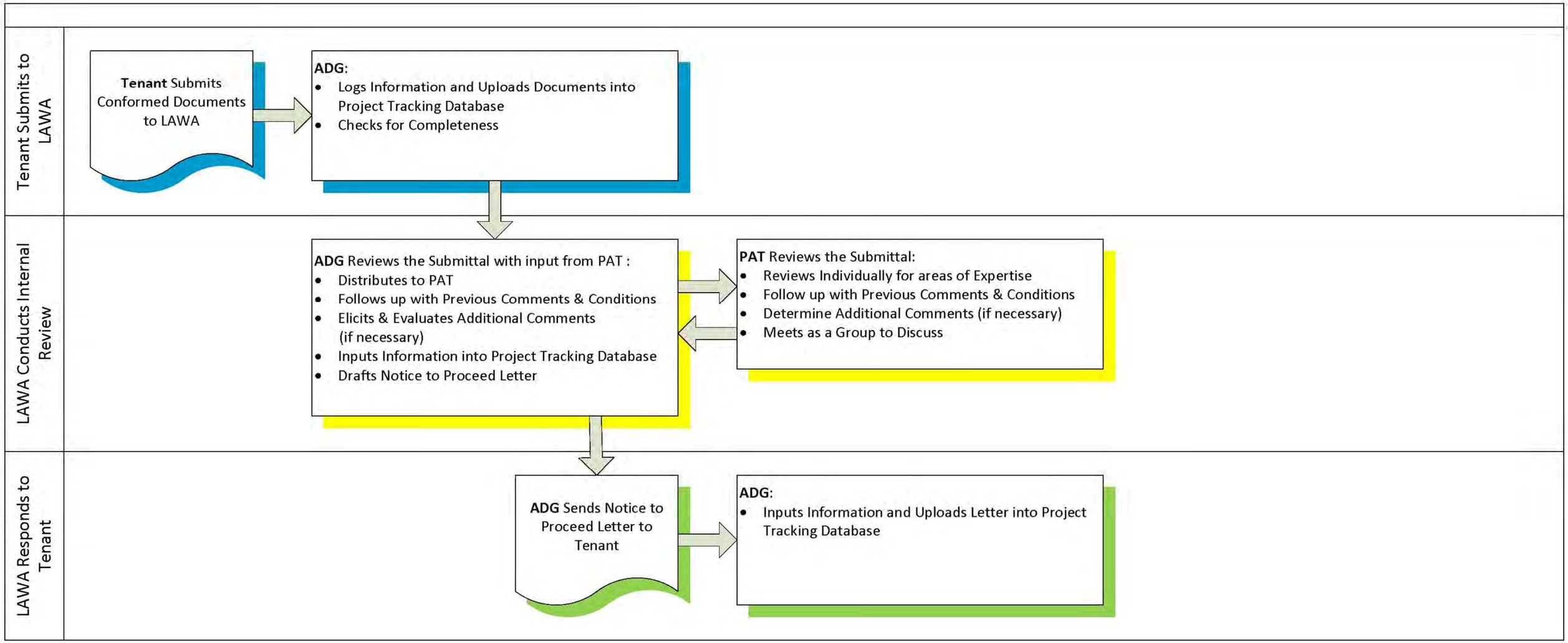


New Tenant Project Approval Process

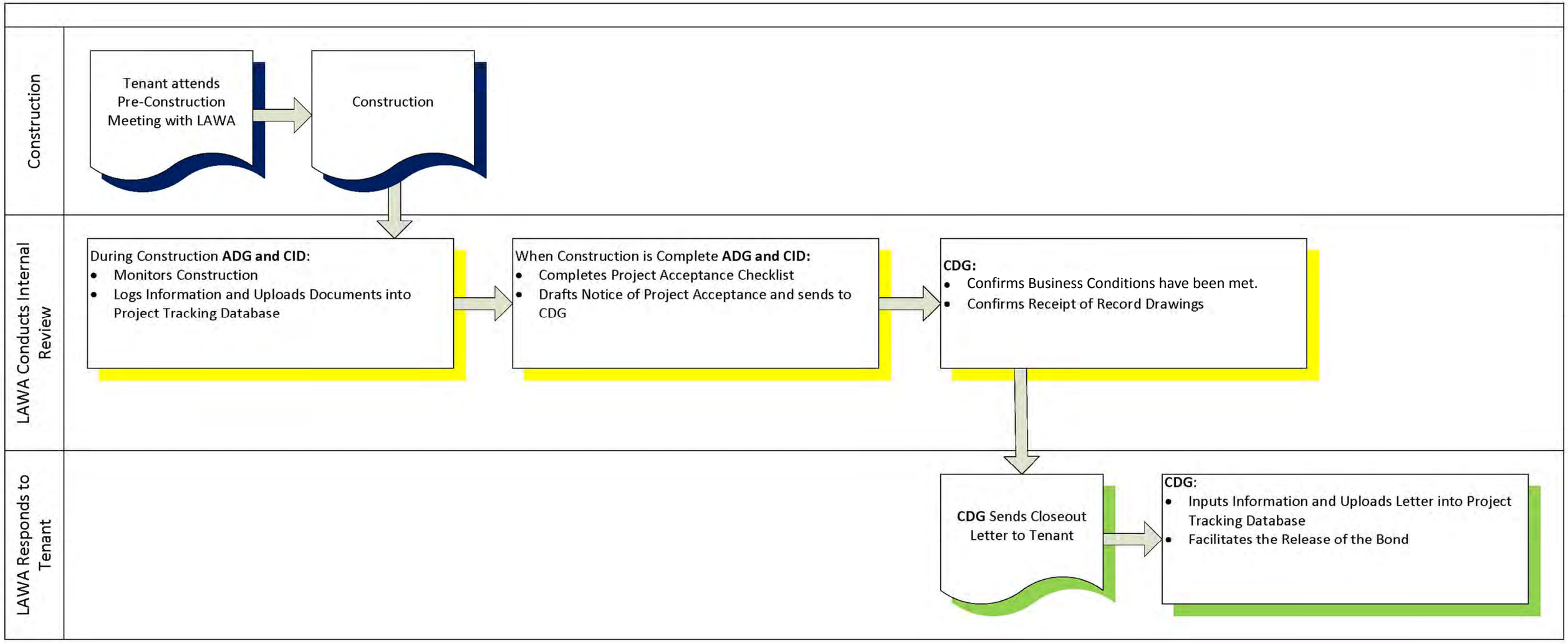
60% and 90% Progress Review



Notice to Proceed Review

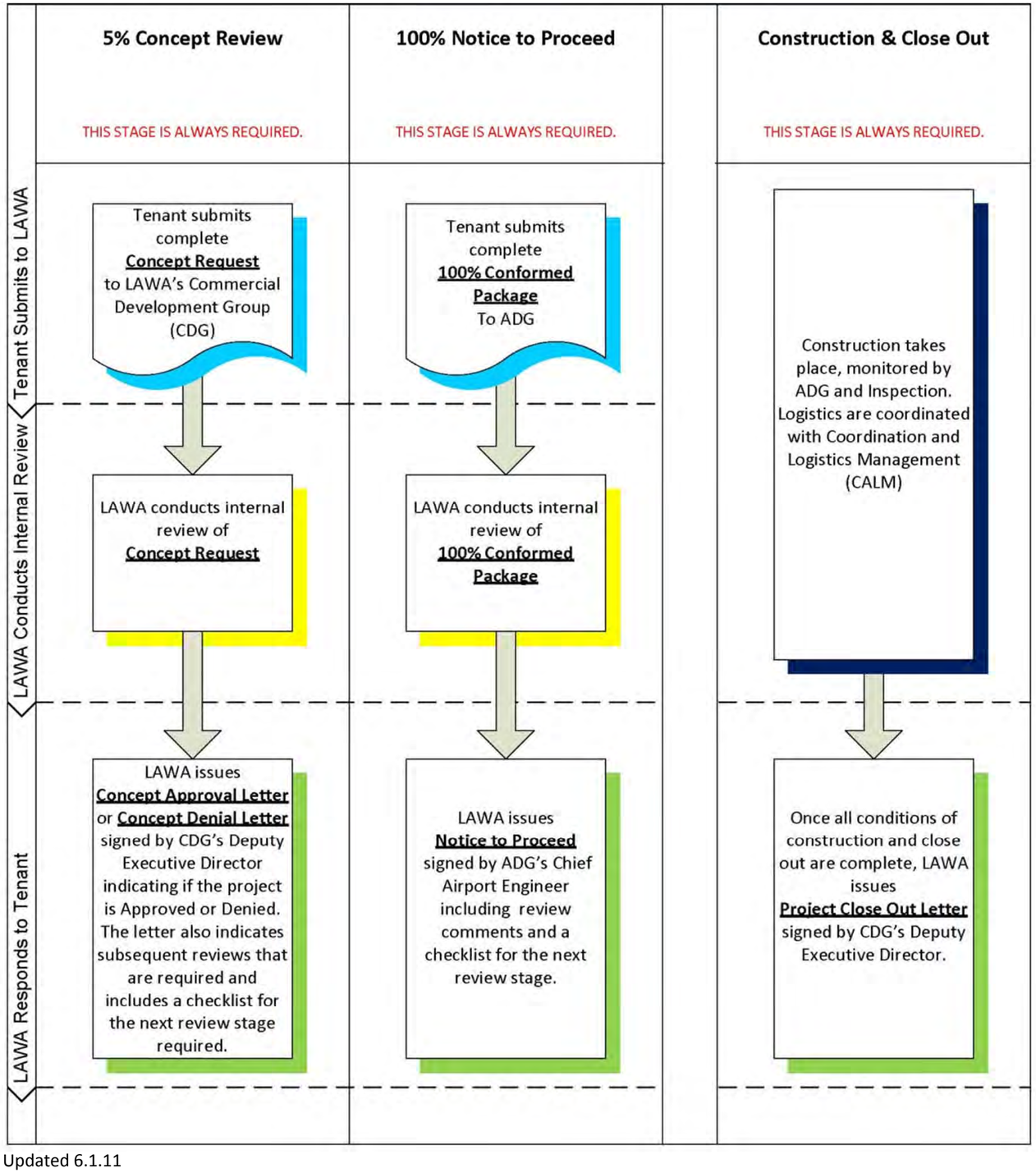


Construction and Closeout



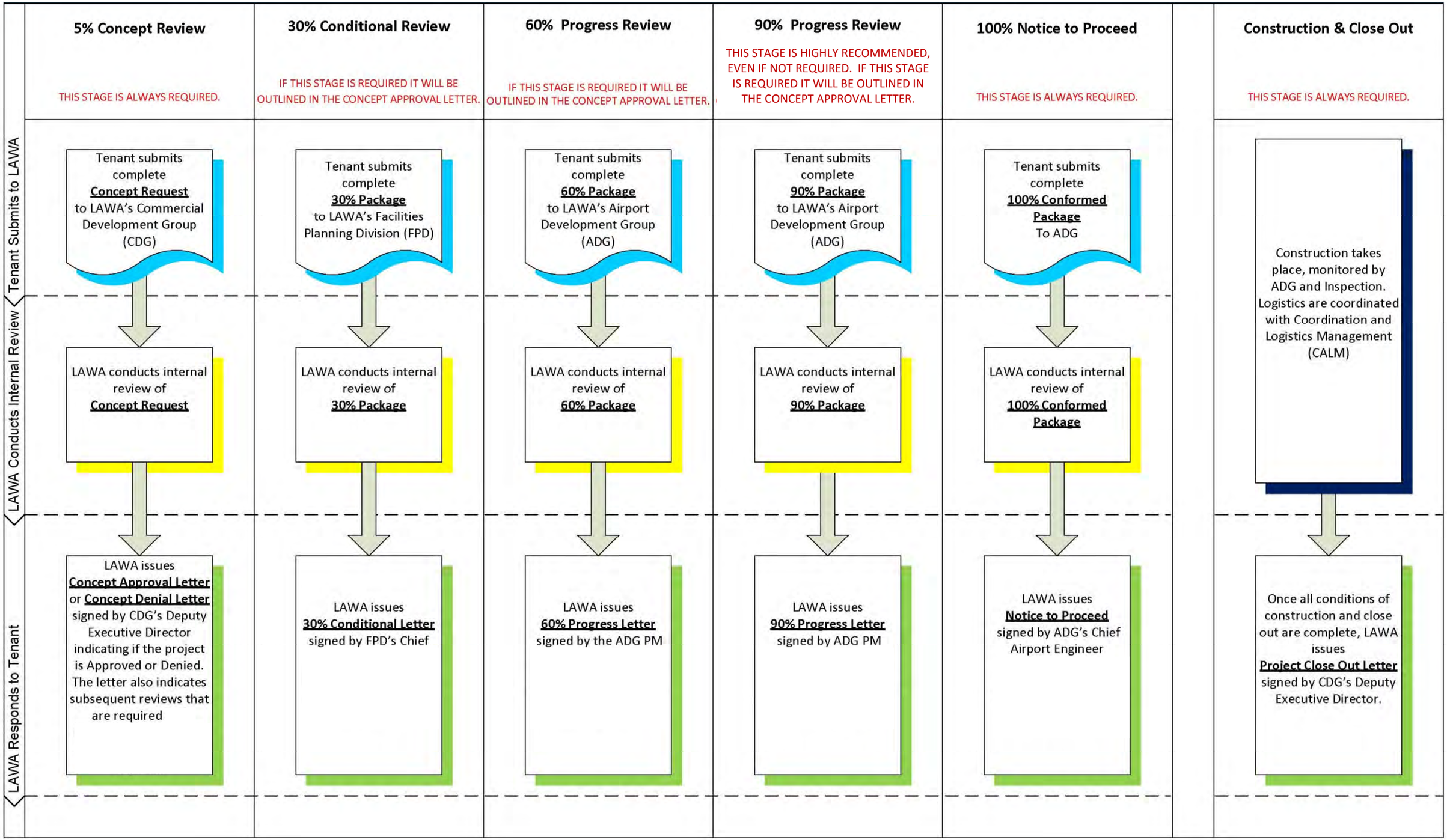
New Tenant Project Approval Process

Minimum Required Stages



New Tenant Project Approval Process

All Possible Stages



Tenant Request for Exemption
From LAWA Design and Construction Handbook

Date: _____

Project Tracking #: _____

Project Name: _____

Project Location: _____

_____

Tenant Contact Name: _____

Tenant Phone #: _____ **Email:** _____

LAWA Standard / Requirement (s):

Note: Please Reference Section and Page of Design & Construction Handbook

Proposed Alternative and/or Method:

Justification and/or Reason(s) for Request:

Submitted by: _____

_____ _____

Tenant Representative Name & Signature **Date**

Tenant Request for Exemption
From LAWA Design and Construction Handbook

Project Tracking #: _____

Project Name: _____

Additional Information:

Tenant Request for Exemption
From LAWA Design and Construction Handbook

Project Tracking #: _____

Project Name: _____

Staff Use Only

EFMG Determination:

- ☐ **Approved, no exception taken**
- ☐ **Denied**
- ☐ **Approved with the following conditions:**

_____
_____
_____
_____
_____
_____

CDG Determination:

- ☐ **Approved, no exception taken**
- ☐ **Denied**
- ☐ **Approved with the following conditions:**

_____
_____
_____
_____
_____

Determination:

- ☐ **Approved, no exception taken**
- ☐ **Denied**
- ☐ **Approved with the following conditions:**

_____
_____
_____
_____
_____

Authorized by: _____

_____ _____

Name & Signature **Date**

5% Concept Review Checklist

In order to initiate a new project with LAWA, a Tenant should submit a Concept Package. The Concept Submittal should include the following:

- **Concept Request Form**
  - The Concept Request Form can be downloaded from the the Tenant Project Approval Website.
  - Includes CALM Requests for
    - Estimated Milestones: estimated start and completion dates for design and construction.
    - Estimated Project Cost: estimated costs associated with the project.
  - **Schedule**
  - Please note: It is important that these forms are filled out as completely as possible and the attachments are provided so that LAWA can efficiently and effectively review the proposed project.

- **Master Lease Exhibit (MLE)**
  - The MLE is a drawing that specifies the Tenant's leased area. The area affected by the project should be clearly indicated on this drawing.

- **Scope Exhibits**
  - Sketches, drawings, photographs, and/or cut sheets that illustrate and define the scope of work.
  - Please note: While there are no minimum submittal requirements for these exhibits, the more inclusive the initial submittal is the better review LAWA will be able to perform.

Document Date: December 8, 2011

NOTES to the DESIGN TEAM

Topics are presented in alphabetical order.

1.0 Building Construction Projects
For building construction projects, provide the following information on the cover sheet of the drawings:

- The street address of the structure The name and address of the Lessee
- The edition of the codes under which the project is designed
- Building Code Use and Occupancy Classification
- Building Code Construction Type
- Design Occupant Load and Exiting Analysis
- Fire/Life Safety system criteria
- U-factors of building envelope systems and a statement signed and sealed by the architect of record that the building envelope complies with the Energy Code Tabulation of building components and systems and a statement signed and sealed by the engineer of record that all building components and systems comply with the Energy Code.

2.0 Codes and other References
As codes are often updated, it is incumbent upon the designers to be aware of the current applicable codes for their project. Designers are required to comply with the requirements of the latest applicable building codes adopted by the State of California, County of Los Angeles and as amended by the City of Los Angeles and for the related building codes for the City of Ontario. These may include, for example, but are not limited to:

- **City of Los Angeles Codes**, City of Los Angeles Department of Building and Safety.
- **Accessibility Requirements** –All plans shall comply with the City of Los Angeles and Title 24, California Code of Accessibility Regulations in conjunction with the American with Disabilities Act (ADA) and ANSI 117.1.
- **The California Retail Food Code** – Part 7 of the California Health and Safety Code.
- **Retail Construction Guidelines** – from the County of Los Angeles, Department of Environmental Health.
- **The Los Angeles Industrial Waste Control Ordinance** – Section 64.30 of the Los Angeles Municipal Code.
- **Manual for Design of Streets and Roadways** – City of Los Angeles Street Design Manual, latest version, shall govern the design of streets and roadways. For projects at Ontario Airport, see ONT traffic and transportation guidelines. These manuals maybe reviewed at lacity.org.
- **Manual for Storm Drain Design** – City of Los Angeles Storm Drain Design Manual, latest version, shall govern the design of storm drains at LAX and VNY. For projects at Ontario Airport, see Water and Sewer Design and Pipeline Construction Guidelines. These manuals maybe reviewed at lacity.org.
- **Manual for Sewer Design** – City of Los Angeles Sanitary Sewer Design Manual, latest version, shall govern the design of sanitary sewers at LAX and VNY. For projects at Ontario Airport, see Water and Sewer Design and Pipeline Construction Guidelines. These manuals maybe reviewed at lacity.org.
- **Federal Aviation Administration (FAA) Standards** – QuickLink: Permitting Agencies and the FAA.

2.1 Customs and Border Protection – U.S. Customs and Border Protection (CBP) All contractors, tenants, site personnel and design stipulations will be subject to the requirements of the CBP Agency as well as the Department of Homeland Security. These regulations are expected to change from time to time. It is incumbent upon the tenant and design agent to be cognizant of the project areas or designs that may be require interface with these agencies, and secure any and all approvals that may be necessary.

2.2 Federal Department of Homeland Security (DHS) Standards – For projects impacting Security Screening, Federal Inspection, etc. refer to DHS standards that may be obtained from dhs.gov. All designs or projects including any Homeland Security Facilities shall be reviewed and approved by local Transportation Security Administration (TSA) Federal Security Director's office, and local Customs and Border Protection Office.

3.0 Coordination of Design – All reasonable efforts shall be made to coordinate the design between disciplines.

4.0 Guide Specifications. These do not supersede any applicable codes or regulations. These are LAWA standards and should be incorporated into your design documents in a manner consistent with your overall design goals.

5.0 Hold Harmless Clauses
One of these Hold Harmless clauses is required in **tenant** projects:

> **Hold Harmless Agreement -** That the Tenant shall defend, indemnify, and save harmless the City of Los Angeles and all its officers, agents, and employees from all suits, actions, or claims of any character, name, or description brought for or on account of any injuries or damages received or sustained by any person, persons, or property arising out of or based upon any event or condition occurring or existing as a result of the construction hereby approved during the course of construction or at any time following completion thereof.
>
> **Hold Harmless Agreement (Federal funded projects only) -** FEDERAL TORT CLAIMS ACT: In accordance with and subject to the conditions, limitations, and exceptions set forth in the Federal Tort Claims Act of 1948, as amended (28 USC 2671 et Seq.), hereafter termed 'the Act', the Tenant will be liable to persons damaged by any personal injury, death or injury to, or loss of property, which is caused by a negligent or wrongful act or omission of any employee of the Government while acting within the scope of his office or employment under circumstances where a private person would be liable in accordance with the law of the place where the act or omission occurred. The foregoing shall not be deemed to extend the Government's liability beyond that existing under the Act at the time of such act or omission or to preclude the Government from using any defense available in law or equity.

6.0 Notes to the Construction Team. All Design Teams are Responsible for Including ALL information contained in the (Quick Link) “Notes to the Construction Team” in their Contract Documents.

7.0 ONT. LA/Ontario International Airport. The City of Ontario uses the State of California Building Codes. New buildings will require a planning review and an approval by the Development Advisory Board (DAB) this overall effort can take up to 90 days. Additionally, the building department will require plan check for all other projects they will forward as appropriate to the Ontario Fire Department. Fire Sprinklers and Fire Alarm System go directly to the Ontario Fire Department. The projects are recorded in the San Bernardino County Recorder.

8.0 Retail Food Facilities. For **LAX and VNY**, all Retail Food Facilities are required to submit complete, detailed construction and equipment installation plans for review and approval by the Los Angeles County Environmental Health Plan Check program. For **ONT**, **LA/Ontario International Airport**, submit the plans for review and approval to the San Bernardino County Environmental Health Services Plan Check section.

9.0 Software Requirements and Project Design Delivery – Production and maintenance of project documentation shall comply with LAWA CADD Standards Manual (QuickLinks – link) available at lawa.org.

- The final deliverables shall consist of the construction Contract Documents which shall be complete and shall set forth in detail all work required for the architectural, civil, structural, mechanical, plumbing, electrical, fire protection and fire detection, communication, security and utility service systems, including transportation interfaces, site work, and all necessary bidding information.
- Designers on LAWA issued projects are required to use Prolog and Primavera, among others.

10.0 Specification Format – For LAWA issued projects, all non-AIP(?) projects, specifications shall be in accordance with the Construction Specification Institute (CSI). For all airfield construction projects, contract documents shall be prepared in accordance with AC 15015370-10. These documents shall be prepared with the guidance and direction from the Airport Contact.

Design Submittals, Details

Overall Table of Contents (recommended)

Index of Submittal Details found below:

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- For all LAWA issued projects, the Construction Document plans and specifications shall include all information in previous submittals plus all annotated comments from previous submittals.		x	x	x		
- A boundary survey and/or site topographic survey shall be made on the ground of the proposed building or construction site. All points shall be tied to the existing Airport Coordinate System. Refer to LAX Survey Control Network and LAWA Survey Standards. Ground survey verification of existing utility alignments and actual flow lines may be required.		x				
- All existing buildings, facilities, contours, roadways, utilities, or signs in the immediate area of the project site or relevant to the proposed work should be shown on a preliminary site plan.		x				
- Layouts of the proposed roadways, access drives, parking areas, site utilities and building locations should be shown.		x				
- Proposed landscaping, exterior signing, exterior lighting, fencing or other site elements.			x			
- Preliminary horizontal and vertical alignments for all roadways, drainage systems, and applicable exterior utilities tied into Airport coordinate system.			x			
- Preliminary paving and parking layouts with horizontal and vertical ties to site survey and representative cross-sections.			x			
- Perspective Rendering - May be required if the project has visual impact on the Airport development as a whole.			x			
- Design data and analysis.			x			
- Soil tests data and analysis.			x			
- Outline technical Specifications.			x			
- Updated Cost Estimates, Updated Construction Schedule		x	x			
- Final Cost Estimate				x		x
- Final Construction Schedule, including duration for all anticipated Utility Shutdowns				x		x
- Construction Phasing Plans				x		x
- Completed Construction Coordination and Logistics Checklist				x		x
- Complete drawings with all plan, profile, detail, section, schedule, calculation and miscellaneous sheets included				x		
- Specifications complete in final typed form				x		
- Temporary Power Plans, Utility Plans, and cutover procedures				x		
- Storm Water Pollution Prevention Plan (SWPPP)				x		

Architectural Drawings

A. Sheet Index		x	x	x		
- Finalize drawing list				x		
B. Project Description		x		x		
- Update Code Research Information, as required		x	x			
- Finalize Code Research Information				x		
- Identify occupancy types		x				
- Provide parking area calculations, if required			x			
- Finalize parking tabulations				x		
- Provide a diagrammatic building section highlighting the function of each level of the terminal			x			
- Provide a vicinity map			x			
- Provide a preliminary list of deferred permits, if any			x			
- Finalize list of deferred permits, if any				x		
- Indicate a list of abbreviations and the Airport Acronyms utilized at LAX			x			
- Confirm that all notes are applicable to the work indicated in this set of drawings				x		

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
C. Egress Plan		x		x		
- Update Occupant load summaries		x	x			
- Update egress loads		x	x			
- Finalize Occupant load summaries & corresponding egress loads				x		
- Indicate required fire separations and proposed opening protection.		x				
- Any openings adjacent to the concourse corridor shall not exceed 60% of wall area.		x				
D. Accessible Path of Travel / Existing Rest Room Plans		x	x	x		
- Indicate path of travel from the Accessible Parking Spaces within the existing parking structure to the area of renovation.		x				
- Finalize all disabled access requirements for the project				x		
- Confirm compliance with Accessibility requirements for both new and existing plumbing fixtures				x		
E. Demolition Plan		x		x		
- Identify all existing walls that are to be demolished		x				
- Finalize all demo information mentioned in the previous submittal				x		
- Identify which walls are to remain.		x				
- Identify existing equipment that is to be removed and discarded.		x				
- Identify existing equipment that shall remain.		x				
- Identify items which are to be relocated, salvaged and/or returned to LAWA				x		
- Prepare “cut, cap & make safe” drawings.		x				
- Perform final coordination with MEP and Structural disciplines				x		
- Provide photos of existing conditions to LAWA.		x	x			
F. Phasing Plan(s)				x		
- Include a separate narrative to LAWA that describes potential impacts to adjacent areas				x		
- Verify that any outdoor staging areas will not impact existing airport operations				x		
G. Barricade Plan(s)				x		
- Indicate a barricade plan that indicates the barrier between the area of construction and adjacent functions				x		
- Provide enlarged section view details of this barricade				x		
- Include description and diagrams of refuse removal and disposal				x		
- Provide details of the graphic vinyl wall treatment being proposed for the barricade				x		
H. Zone Plan (if required).			x	x		
- Indicate the sheet zones of the building			x	x		
I. (Overall) Site Plan		x		x		
- Clearly identify the area of the Terminal being renovated.			x	x		
- Identify all setbacks, easements, (utility and otherwise), overall building dimensions.			x	x		
- Finalize all site info				x		
- Verify new and existing utilities that relate to the renovation project						
- Site plan with existing and proposed finished grades (where applicable)			x			
- Site civil plan showing existing and proposed utilities, including water, sewer, storm drain, electrical, etc. (where applicable)			x			
J. Floor Plans		x		x		
- Major plan dimension completed		x				
- Typical wall sections		x				
- Designate wall types		x				
- Indicate Room names and numbers.		x				
- Identify fire rated construction.		x				
- Identify all floor mounted equipment.		x				

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- Call out all building sections.			x			
- Make certain that all new walls have been identified by type of assembly with the proper fire rating.			x			
- Identify all existing building expansion joints with corresponding detail call out, both horizontal and vertical.			x			
- Indicate two building grids: one for existing construction and one for new construction.			x			
- Call out areas with enlarged plans. (see Enlarged Floor Plans)			x			
- Indicate any overhead features with a dashed line.			x			
- Indicate new and existing drinking fountains.			x			
- Locate all fire extinguisher cabinets, recessed or wall mounted.			x			
- Verify plumbing fixture count with plumbing drawings.			x			
- Make certain that a north arrow is indicated on the plans.			x			
- Identify all new millwork.			x			
- Finalize all information mentioned in the previous submittal				x		
- Verify that all floor depression are indicated on the floor plans				x		
- Perform final discipline coordination				x		
- Verify that all disciplines are utilizing the same background with the same match lines				x		
- Perform a final quality control review. Verify the accuracy of all detail call outs, references, partition tags, fire ratings, etc., etc.				x		
K. Enlarged Floor Plans			x	x		
- Provide enlarged floor plans for areas such as toilets, kitchens and various utilities rooms in order to better convey information that cannot be clearly identified and noted on a smaller drawing.			x			
- For enlarged toilet rooms, indicate all accessories and compartments per LAWA standards.			x			
- Finalize all information mentioned in the previous submittal				x		
- Verify that rest room finishes, accessories and all specialty items are specified in the project manual				x		
L. (Overall) Roof Plan		x		x		
- Indicate all existing roof mounted equipment and roof penetrations.		x				
- Indicate all proposed roof mounted equipment and all propose roof penetrations.		x				
- Coordinate all new equipment pad locations, sizes and equipment weight(s) with MEP drawings.			x			
- Finalize all roof penetrations and equipment pads				x		
- Confirm the ability of the existing roof structure to accommodate any new roof load with the Structural Engineer of Record.			x			
- Call out related roof details, if any.			x			
- Perform a final cross check will related disciplines				x		
M. Reflected Ceiling Plan		x		x		
- Indicate ceiling layout with proposed heights		x				
- Indicate lighting plan		x				
- Update lighting plan based upon approved fixtures. Provide dimensions as to how to locate these fixtures.			x			
- Indicate all ceiling mounted emergency egress devices.		x				
- Locate, verify and coordinate all ceiling mounted fixtures such as but not limited to: life safety devices, security cameras, signage, ventilation grills. Coordinate with corresponding disciplines.			x			
- Indicate all soffits and bulkheads.		x				
- Begin detailing all soffit conditions. Indicate how the soffit is attached to the roof/floor assembly above with required kickers and connection call outs.			x			
- Indicate all access panels (coordinate with mechanical drawings).		x				
- Clearly identify all finish materials.			x			

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- Indicate all ceiling heights.			x			
- Identify all light coves and provide detail call out.			x			
- Indicate all existing building expansion joints with a corresponding detail call out. Begin to detail conditions such as these taking into account the adjacent finish materials on both sides of the joint.			x			
- Identify all plenum fire stops, if required by code.			x			
- Consider a separate interstitial plan in order to identify various equipment and systems located between the ceiling plane and the structure above.			x			
- Perform final coordination with Mechanical, Electrical, Security and Communication drawings				x		
- Confirm that ceilings are in compliance with LADBS Safety Document# P/BC 2008-040: Recommended Standards for Suspended Ceiling Assemblies				x		
- Verify that ceiling framing can support 20 pounds of combined ceiling, mechanical, electrical, and plumbing loads				x		
- In the case that the ceiling loads, including light fixtures, exceed four pounds per square foot, both the vertical and lateral support systems are to be substantiated by corresponding structural calculations				x		
N. Door Schedule		x		x		
- Indicate door number, size, fire rating, frame type and door type		x				
- Check that all door numbers are identified on the plans with the proper size, fire rating, frame and door type.			x			
- Indicate all door and frame types.			x			
- Indicate typical head and jamb details		x				
- Indicate all head and jamb details			x			
- Indicate typical door thresholds and note the transition between floor materials under the doors.			x			
- Coordinate lock standards with LAWA		x				
- Indicate door hardware groups for all doors			x			
- Perform a final cross check with the floor plan and determine that all doors are included in the door schedule with the proper hardware group				x		
O. Finish Plan – w/ Material Sample Board		x		x		
- Identify all finishes on plan		x				
- Place all proposed finishes on sample board.		x				
- Update finish call outs based upon approved on finish materials.			x			
- Identify all material transitions.			x			
P. Furniture Plan		x		x		
- Update proposed furniture layout at public areas.		x				
- Provide Furniture descriptions and outline specifications.		x				
- Update furniture layout based upon approved furniture.			x			
- Highlight code required horizontal clearances for egress.			x			
- Verify that all finishes are indicated in the specifications				x		
Q. (Overall) Interior Elevations, N/E/W/S		x		x		
- Define Tenant Storefront designs.		x				
- Confirm that all finish materials are clearly identified.			x			
- Locate all wall mounted equipment such as but not limited to: Electrical outlets, fire extinguisher cabinets, fire hose cabinets, signage, strobes, defibrillator cabinets, lighting, etc., etc..			x			
- Indicate all access panels as required by MEP disciplines.			x			
- Indicate all louvers and grills required by Mechanical plans.			x			
- Indicate electrical switchgear and panels.			x			
- Indicate all pipe and duct penetrations.			x			

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- Indicate vertical dimensions and where required, horizontal dimensions.			x			
- Confirm that all finish materials are clearly identified and are specified in the project manual				x		
R. Millwork Drawings				x		
- Confirm that all finish materials are called out				x		
- Finalize all enlarged details				x		
- Confirm compliance with Accessibility requirements				x		
S. Building Cross Sections		x		x		
- Indicate heights of proposed finish ceilings.		x	x			
- Identify adjacent spaces.		x				
- Identify adjacent spaces with the corresponding room number.			x			
- Identify all primary materials and note material transitions and terminations.			x			
- Confirm profiles with the section cuts indicated on the floor plans.				x		
- Confirm clearances for ductwork and other systems above the ceiling line.				x		
T. (Primary) Wall Sections		x		x		
- Indicate top and bottom connections to existing structure.		x	x			
- Call out all material finishes.			x			
- Profile all equipment adjacent to wall.			x			
- Indicate louvers and required heights. Coordinate with Mechanical drawings.			x			
- Confirm indicated finishes with Finish Plan				x		
- Confirm profiles with the section cuts indicated on the floor plans				x		
- Confirm all material call outs and related dimensions				x		
- Indicate LARR numbers as required				x		
U. Details – (¾" = 1'-0" minimum)		x		x		
- Provide ADA compliant casework and equipment details		x				
- Further develop ADA compliant casework and equipment details			x			
- Provide waterproofing detail(s) for any interior "wet areas" such as kitchens including drains. In addition include waterproofing details for any new roof openings or other exterior openings		x				
- Further develop waterproofing detail(s) for any interior "wet areas" such as kitchens including drains or exterior			x			
- Provide floor drains under all "wet" equipment		x				
- Provide typical storefront details		x				
- Provide typical fire stop details		x				
- Provide typical fire stop details for both vertical and horizontal conditions			x			
- Provide enlarged details generated from wall sections			x			
- Wall Types			x			
- Expansion and control joints			x			
- All material transition details – floor and wall			x			
- The use of 3D details is encouraged for clarity purposes			x			
- Details for all wall recessed equipment such as fire hose cabinets			x			
- Verify that all LARR numbers are indicated on the details, as required				x		
V. Wayfinding and Signage Drawings and Details		x		x		
- Location Plans		x	x			
- Identify all sign types with corresponding signage schedule		x	x			
- Perform structural and electrical coordination		x	x			
- Perform final coordination between Architectural, Structural and Electrical drawings				x		

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
Food Service Drawings (if required)						
A. Sheet Index		x	x	x		
- Food Service Equipment Schedule with Utility Requirements				x		
B. Food Service Equipment Schedule with Utility Requirements		x	x			
C. Food Service Equipment Plan		x	x	x		
- Hand sinks shall indicate soap and paper towel dispensers		x				
- Mop sink area shall show supply shelf and adjacent wall finishes.		x				
- Locate grease interceptor on plan, identify hours of operation / meals per hour (sizing and calculations for existing or new by Mechanical Engineer)		x				
- Provide menu		x				
- Identify if washable dishes/utensils or disposable paper plates/plastic utensils will be used for dishwasher requirements.		x				
- Identify trash dumpster location on property		x				
- Identify how many employees per shift		x				
- If project is change of use to Food facility – provide parking analysis		x				
- Incorporate all submittal requirements dictated by the Los Angeles County Health Department.				x		
- Locate and identify employee changing room / locker room		x				
- Locate bathrooms that employees / patrons will use.		x				
- If mop sink is located remotely, indicate path from project area.		x				
- Identify linear feet of dry storage capacity.		x				
- Identity all utility access panels.		x				
- Indicate wet and dry storage areas		x				
D. Elevations / Details		x	x	x		
E. Food Service Equipment Cut Sheets		x	x	x		
F. Exhaust Hood Drawing		x	x	x		
Structural Drawings						
A. Provide sizes, weights, and location of HVAC units - both suspended and roof mounted.		x				
B. Indicate weights of all equipment including food service.		x				
C. Indicate details for new roof penetrations, if any.		x				
D. Provide preliminary structural calculations		x				
- Further develop structural calculations			x			
- Finalize structural calculations				x		
E. Indicate typical soffit and door support details.		x				
- Further soffit and door support details.			x			
- Finalize all details including soffit framing with connection call outs				x		
F. Indicate vertical and lateral support for suspended ceilings, if any.		x				
- Further develop vertical and lateral support for suspended ceilings.			x			
G. Indicate support details for any low walls.		x				
- Further develop support details for any low walls.			x			
H. Indicate framing details for openings wider than 4 feet in any interior partition.		x	x			
I. Provide typical details for signage and equipment support.		x	x			
J. Provide demolition drawings with photographs.		x				
K. Finalize all drawings, as required				x		

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
Mechanical Drawings						
A. Sheet Index		x	x	x		
B. General Notes, Symbols, Legend, Preliminary Equipment Schedules		x	x	x		
C. Demolition Drawings with Photographs.		x	x	x		
- Finalize all demolition and phasing drawings.				x		
D. Floor Plan		x	x	x		
- Identify all exterior and interior louver openings. Coordinate with Architectural drawings.			x			
- Update location of existing mechanical rooms and equipment		x				
- Locate all mechanical rooms. Reference to an enlarged plan.			x			
- Locate IT Rooms, Electrical Rooms and Communication Rooms that will require air conditioning		x				
- Update mechanical heating/cooling loads.		x				
- Update primary ductwork layout.		x				
- Size all ductwork and coordinate layout with Architectural drawings.			x			
- Update Zoning Plans		x				
- Locate all fire dampers and control dampers. Coordinate locations with Architectural and Electrical drawings.			x			
- Locate new AC Units on Plans		x				
- Identify points of connection (poc).		x				
- Duct connections to all equipment including hoods that require supply or exhaust air.			x			
- Perform a final cross check with Architectural drawings.				x		
- Coordinate duct routing with other disciplines and reconcile any "collisions".				x		
E. Enlarged Mechanical Room Floor Plan			x	x		
- Indicate all required clearances for maintenance and otherwise.			x			
- Dash in areas designated for future expansion.			x			
- Perform a final cross check with Architectural and Electrical drawings.				x		
F. Enlarged Cross Section of Mechanical Room			x	x		
- Indicate all ductwork and below clearances.			x			
- Confirm all minimum clearances below ductwork.				x		
G. Reflected Ceiling Plans		x		x		
- Update location of air distribution devices.		x				
- Confirm location of air distribution devices. Coordinate with Architectural Drawings.			x			
- Locate all required access panels.		x				
- Perform final coordination with Architectural Drawings.				x		
H. Roof Plan		x	x	x		
- Locate new equipment with sizes and weights.		x				
- Confirm roof equipment pad sizes and weights.			x			
- Confirm all required roof penetrations.			x			
- Provide detail for vibration isolation			x			
- Confirm screen wall requirements, if any, with Architectural drawings			x			
- Perform final coordination with Architectural drawings and structural drawings, as required.				x		
I. Standard Details		x		x		
- Manufacture's brochures identifying air handling and refrigeration equipment.		x				
- Begin to layout all required details			x			
- Finalize all details. Indicate LARR numbers, as required.				x		
J. The final HVAC drawings shall, as a minimum, be checked for the following:				x		
- Check electrical lighting fixtures for conflict with air diffusers, ceiling grilles, sprinkler heads, ceiling type speakers, and other ceiling mounted devices.				x		

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- Verify ductwork for clearance between ceiling construction and underside of beams, recessed lighting fixtures and other interferences where space is limited.				x		
- Coordinate large mechanical system piping with building structure to assure clearances and accessibility for maintenance. Piping and electrical switchgear locations are to be coordinated.				x		
- Coordinate requirements for louvers, equipment supports and other devices serving mechanical systems, but furnished under the general construction section of the project.				x		
- Coordinate special types of or Board furnished equipment for correct rough-in requirements.				x		
- Verify plans and specifications for conflicts.				x		
- Coordinate plans for size and location of all chases.				x		

Electrical Drawings

A. Sheet Index		x	x	x		
B. General Notes, Symbols, Legend, Lighting Schedule, Panel Schedules		x	x	x		
C. Demolition Drawings with Photographs		x	x	x		
- Finalize all demolition and phasing drawings.				x		
D. Single Line Diagram with Load Calculations		x	x	x		
- Confirm provisions for emergency egress lighting				x		
- Include Temporary Power connections and relocations				x		
E. Floor Plan		x	x	x		
- Finalize all information identified in previous submittal.		x				
- Fire Alarm Plan		x				
- Locate Fire Alarm Plan and associated life safety devices. Coordinate with Architectural drawings			x			
- Identify all Points of Connection and electrical shut offs.		x				
- Indicate all switches for lighting control			x			
- Locate all receptacles			x			
- Indicate exit lights			x			
- Locate dedicated utility room.		x				
- Locate all transformers and required clearances			x			
- Locate all switchgear, switchboards and similar equipment			x			
- Locate Cable trays. Indicate size and location			x			
- Indicate service entrance and main disconnect			x			
- Perform final coordination with all other disciplines including signage and wayfinding				x		
F. Reflected Ceiling Plan		x				
- Update Lighting Layout		x				
- Identify all light fixtures			x			
- Perform final coordination with Architectural RCP and the light fixture schedule.				x		
- Confirm that all lights are readily accessible by LAWA maintenance staff.				x		
G. Standard Details		x		x		
- Coordinate Electrical Drawings with Signage Package		x				
- Identify and begin to layout all details			x			
- Finalize all details				x		
H. Coordinate Electrical Drawings with Signage Package			x			
- Check electrical lighting fixtures for conflict with air diffusers, ceiling grilles, sprinkler heads, ceiling type speakers, etc.				x		

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- Coordinate large electrical system conduit and pull boxes with building construction, beams, etc., to assure clearances and accessibility. Piping and electrical switchgear locations are to be coordinated.				x		
- Check plans and specifications for conflicts.				x		
- Coordinate plans for size and location of all chases.				x		
- Check electrical rooms for appropriate size and clearances required by code for replacement and maintenance operations.				x		
Plumbing Drawings						
A. Sheet Index		x	x	x		
B. General Notes, Symbols, Legend, Preliminary Equipment Schedules		x	x	x		
C. Demolition Drawings with Photographs.		x	x	x		
D. Floor Plan		x	x	x		
- Indicate all major horizontal pipe work, new and existing.		x				
- Verify all major horizontal pipe work, new and existing			x	x		
- Indicate water source information.		x				
- Indicate sewer connection information, if applicable.		x				
- Locate standpipes and risers on plans		x				
- Coordinate new standpipes and risers with architectural drawings			x	x		
- Verify that vertical pipes do not conflict with structural beams, column base plates, HVAC ducts or any other equipment of other disciplines			x	x		
- Verify clearances of all new pipe chases			x	x		
- Group vent pipes as much as possible in order to minimize penetrations			x	x		
- All plumbing fixtures are shown.		x				
- Confirm that plumbing fixtures are shown based upon the code requirement			x	x		
- Identify Water Heater(s) – characteristics and capacity		x				
- Coordinate water heater(s) location with architectural drawings			x	x		
- Identify all floor drains and floor sinks – new and existing.		x				
- Coordinate all floor drains and floor sinks with architectural drawings			x	x		
- Provide floor drains under “wet” equipment.		x				
- Clearly identify all new floor penetrations.		x				
- Identify direct and indirect drainage.		x				
- Identify all required access panels.		x				
- Indicate all gas lines –with shut off valves and corresponding meter(s) in the dedicated utility room.		x				
- Identify all points of connections (poc).		x				
- Design pipes crossing expansion joints to accommodate movement			x	x		
E. Plumbing Riser Diagrams			x	x		
F. Standard Details		x	x	x		
- Begin to define and layout all required details			x			
- Finalize all required details.				x		
- Coordinate piping with building construction, beams, etc., to assure clearances and accessibility for maintenance. Piping and electrical switchgear locations are to be coordinated.				x		
- Check piping for clearance between ceiling construction and underside of beams, recessed lighting fixtures and other interferences where space is limited.				x		
- Verify piping, ductwork, electrical conduits, etc. for interferences that would prevent proper installation of each system.				x		

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- Coordinate special types of equipment for correct rough-in requirements.				x		
- Coordinate plans for size and location of all chases.				x		
Fire Protection Drawings						
A. Floor Plan		x	x	x		
- Locate Fire Control Room, identify all fire alarm panels.		x				
- Locate all fire sprinkler risers.		x				
- Coordinate fire sprinkler riser with architectural drawings			x			
- Finalize fire sprinkler risers with architectural drawings.				x		
B. Reflected Ceiling Plan		x	x	x		
- Update sprinkler layout.		x	x			
- Indicate Standpipe and Valve Locations		x				
- Finalize fire sprinkler layout.				x		
- Coordinate with Architectural Reflected Ceiling Plan along with other disciplines.				x		
- Coordinate piping with building construction, beams, etc., to assure clearances and accessibility for maintenance. Piping and electrical switchgear locations are to be coordinated.				x		
- Have minimum turns on routing of sprinkler piping to avoid building construction, etc.				x		
- Leave no areas without fire protection/detection, such as wedges in terminals and utility closets when one project is subdivided into several phases.				x		
Communication Drawings						
A. Sheet Index		x	x	x		
B. Demolition Plan		x	x	x		
- With Survey Photos.		x				
- Finalize demolition and phasing plan(s).				x		
C. Single Line Diagrams		x	x	x		
D. Construction Floor Plan		x	x	x		
- Indicate conduit sizes for all routes and clearly indicate beginning and end points of the conduit.		x	x	x		
- Verify all conduit sizes for required right of ways and required radii			x			
- Finalize all IT room locations.				x		
- Verify that all Telecommunication rooms and/or closets comply with LAWA requirements.				x		
E. Enlarged IT Room				x		
- Finalize layout for IT room. Room size is 8' x 10' minimum.				x		
- Confirm that the IT room is free from electromagnetic interference.				x		
- Verify that there are no 'wet" spaces above this room.				x		
- Verify that the service elevator can accommodate cabinet and equipment loading and servicing.				x		
- Verify that the size of a LAWA IT room is designed large enough to accommodate all of the planned equipment required for existing and new technology, plus a growth factor of 50 percent				x		
- Verify that the floor finish for this room is anti-static vinyl tile.				x		
- Verify that the IT room complies with all other LAWA requirements for IT rooms.				x		
E. Typical Details		x		x		
- Connection Point Details at the MPOE and the dedicated utility room.		x	x			
- Details pertaining to any proposed roof mounted equipment.		x	x			
- Coordinate all connection details to existing structure with Structural Engineer of Record			x			

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- If installing radio antennas, provide details of antenna model, dimensions, weight, position, mount specifications, and frequency in use. If 'transmission' is applicable, attach FCC license.		x	x	x		
- If installing wireless access points, provide details of access point location(s), wire connections between access points, operation frequencies, manufacturer/model, and attach wi-fi coverage map.		x	x	x		
- If installing network, provide details of router, switch, and network cabling.		x	x	x		
- Finalize all details.				x		
- Check ceiling type speakers shall be checked for conflict with light fixtures, air diffusers, ceiling grilles, sprinkler heads, etc.				x		
- Coordinate large communication system conduit and pull boxes with building construction, beams, etc., to assure clearances and accessibility.				x		
Security Drawings						
A. Sheet Index		x	x	x		
B. Demolition Plan		x	x	x		
- With Survey Photos.		x				
- Finalize demo and phasing plan(s).				x		
C. Single Line Diagrams		x	x	x		
- Finalize power requirements for each type of equipment.				x		
D. Construction Floor Plan		x	x	x		
- Coordinate locations of all security equipment with Architect of Record			x			
- Finalize locations of all security devices and fields of view.				x		
- Finalize layout for telecommunications room.				x		
- Perform final Coordination with Architectural drawings and the Architect of Record.				x		
E. (Typical) Details		x	x			
- Coordinate connection details to existing structure with the Structural Engineer of Record			x			
- Provide a detail drawing of each device.				x		
- Finalize connection details to existing structure with the Structural Engineer of Record.				x		
- Provide interfacing details with existing equipment including off site systems including portals.				x		
F. Schedule				x		
- Provide a schedule of security devices that has been coordinated with the architectural door hardware schedule using common nomenclature.				x		
G. Miscellaneous				x		
- Installation standards and LAWA specific commissioning and testing procedures are to be included in the specifications.				x		
- Security system components and types and locations shall be coordinated through Airport Police to properly interface with existing system.				x		
- Coordinate design to allow for uninterrupted operation of existing security systems. Security must be maintained during construction.				x		
- Large security system conduit and pull boxes shall be coordinated with building construction, beams, etc., to assure clearances and accessibility.				x		
Exterior Utilities						
- The final Exterior Utility drawings shall, as a minimum, be checked for the following:						
o Coordinate electrical lighting poles, manholes, handholds and underground conduit with existing utility locations as well as installation of other new utilities.				x		

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
o Check plans and specifications for conflicts.				x		
Building Projects						
A. Building Code summary sheet showing governing codes and requirements for building and site.		x				
B. Floor Plans		x	x			
C. Elevations		x				
- Sections and Elevations			x			
D. Framing Plans			x			
E. Ceiling Plans			x			
F. Roof Plans			x			
G. Schedule of materials to be used.		x				
H. Tower Line-of-Sight Studies (if required)		x				
I. Service entrances, Trash locations		x				
J. Design Live Loads		x				
K. Details of typical conditions			x			
L. Design Data - The project and any special studies with potential impact.		x				
Airfield Projects						
A. Cover Sheet		x	x	x		
- Identify airport		x	x			
- Provide project title		x	x			
- Provide FAA, DOT, City project numbers		x	x			
- Provide project vicinity map		x	x			
- Provide project location map		x	x			
- Provide month and year of submittal		x	x			
- Provide submittal name		x	x			
B. Summary of Contract Quantities			x	x		
- Identify pay items by number, specification item, pay item description, quantity, and unit of measurement in tabular form.			x			
C. Safety and Security Notes and Details			x	x		
- Coordinate safety and security with FAA AC 150/5370-2, current edition			x			
- Provide required safety notes			x			
- Provide required security notes			x			
- Provide safety plan narrative			x			
- Provide safety flag detail if work is within AOA			x			
- Provide barricade detail if required and work is within AOA			x			
- Provide pavement closure marking details, if required			x			
- Provide lighted runway closure marker notes and details, if required			x			
D. Contract Layout Plan		x		x		
- Identify all existing terminals, runways, taxiways, taxilanes, aprons, ground support equipment areas, emergency roads, services roads, buildings, structures, signs, FAA NAVAIDS and other objects in the immediate vicinity of the project site or relevant to the proposed work.		x	x			
- Identify limits and dimensions of all object free areas, safety areas, exclusion zones, NAVAIDS, and critical areas that affect the project site		x	x			
- Identify all proposed improvements		x				
- Identify contractor staging area, access routes, and employee parking areas						

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- Identify security/access gates locations and areas requiring specific security measures						
- Provide general contract notes						
- Identify all proposed improvements						
E. Phasing Plan		x		x		
- Describe sequencing or phasing of the proposed improvements		x	x			
- Identify any closures of runways, taxiways, taxilanes, services roads, etc.		x	x			
- Identify locations of cones and/or barricades		x	x			
- Provide phasing schedule in bar chart format			x			
F. Typical Pavement Sections		x	x	x		
Identify the materials, thicknesses and densities of proposed materials		x	x			
Coordinate pavement sections with FAA AC 150/5320-6, current edition			x			
Identify any typical grades		x	x			
G. Typical Pavement Details			x	x		
- Coordinate pavement details with FAA AC 150/5320-6, current edition			x			
- Provide appropriate juncture details			x			
- Provide appropriate repair details			x			
- Provide appropriate joint details			x			
- Provide joint sealing details			x			
- Provide new to existing transition details			x			
H. Demolition Plans		x		x		
- Identify existing objects or facilities to be removed		x				
- Identify existing objects or facilities to be removed including but not limited to:			x			
- Pavements			x			
- Electrical and other items			x			
- Structures or portions of structures			x			
- Existing above and below ground utilities			x			
- Identify existing objects or facilities to remain including but not limited to:			x			
- Pavements			x			
- Electrical and other items			x			
- Structures or portions of structures			x			
- Existing above and below ground utilities			x			
- Identify runway, taxiway, and taxilane safety area limits			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
- Provide dimensional or coordinate control			x			
I. Geometry Plans		x	x	x		
- Coordinate all geometry with the requirements of FAA AC 150/5300-13, current edition		x	x			
- Identify the limits of proposed objects or facilities		x	x			
- Identify proposed centerlines and edges of pavement		x	x			
- Identify all runways, taxiways, taxilanes, and aprons			x			
- Identify all runway, taxiway and taxilane safety areas			x			
- Identify all existing features to remain			x			
- Provide stationing, dimensioning, or coordinate control as appropriate including			x			
- Intersection equations			x			
- Curve radii			x			
- Curve point of curvature (PC) and point of tangency (PT)			x			
- Runway, taxiway, and taxilane safety areas			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
J. Centerline Profiles			x	x		
- Coordinate all vertical geometry with the requirements of FAA AC 150/5300-13, current edition			x			
- Provide centerline profiles for airfield paving and roadways						
- Show profile stations and elevation grid			x			
- Identify pavement layers including:			x			
- Top of pavement and at centerline			x			
- Top of base/subbase courses at centerline			x			
- Bottom of compacted subgrade at centerline			x			
- Identify all underground utilities at appropriate depth			x			
- Identify grades			x			
- Identify grade changes locations and station			x			
- Identify vertical curves including:			x			
- Point of vertical curvature (PVC) station and elevation			x			
- Point of vertical tangency (PVT) station and elevation			x			
- Curve length			x			
- Curve k value			x			
- Identify pavement intersections including station equations and elevations			x			
- Identify match lines appropriately			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
K. Erosion and Sedimentation Control Plans			x	x		
- Show final grading plan			x			
- Show final storm drainage system			x			
- Identify all affected drainage inlets, structures, and channels with appropriate control methods			x			
- Identify limits of control measures such as silt fence, straw bales, wattles, and temporary seeding or sodding			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
L. Erosion and Sedimentation Control Details			x	x		
- Provide details appropriate for the project for all proposed control measures			x			
- Provide general erosion control notes			x			
- Provide general seeding notes			x			
- Provide general sodding notes			x			
M. Grading and Drainage Plans			x	x		
- Coordinate grading design with the requirements of FAA AC 150/5300-13, current edition			x			
- Coordinate drainage design with the requirements of FAA AC 150/5320-5, current edition			x			
- Identify limits of grading			x			
- Identify all drainage piping with pipe type, class, length and slope			x			
- Identify all inlets, intake and discharge structures with top and invert elevations			x			
- Show existing contours at 1-foot minimum interval in all areas			x			
- Show new finish contours at 1-foot minimum interval in all areas			x			
- Show new finish contours at 0.10 foot contours on airfield pavements			x			
- Label all contours appropriately			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
N. Drainage Profiles			x	x		
- Show profile stations and elevation grid for each pipe run			x			
- Identify top of existing grade at centerline			x			
- Identify top of finished grade at centerline			x			
- Show profile of pipe labeled with pipe length, pipe type, pipe class and slope			x			

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- Show profile of drainage structures including stationing, structure number, top of structure, and invert elevations			x			
- Identify all pavement being crossed with pavement layers shown			x			
- Identify all underground utilities at appropriate depth			x			
- Identify and label all grade change locations with station and elevation			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
O. Drainage Details			x	x		
- Provide details for all appropriate drainage inlets, structures, manholes, and connections			x			
- Provide general storm drainage notes			x			
P. Concrete Joint Layout Plans			x	x		
- Show all pavements affected by construction			x			
- Show all pavement joints			x			
- Identify and label concrete joint types			x			
- Provide dimensions for all slabs and joints, standard and irregularly shaped, with radii and appropriate stationing or coordinate control			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
Q. Concrete Slab Elevation Layout Plans			x	x		
- Show all pavements affected by construction			x			
- Show all pavement joints with elevation			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
R. Concrete Joint Details			x	x		
- Provide details for all appropriate joint and juncture details			x			
- Provide details for all appropriate repairs			x			
S. Pavement Marking Plans		x	x	x		
- Coordinate all pavement markings with the requirements of FAA AC 150/5340-1, current edition		x	x			
- Identify proposed pavement markings		x				
- Show all pavements affected by construction			x			
- Provide stationing, dimensioning, or coordinate control as appropriate including:						
o Intersection equations			x			
o Curve radii			x			
o Curve point of curvature (PC) and point of tangency (PT)			x			
- Identify all runways, taxiways, and taxilanes			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
T. Pavement Marking Details			x	x		
- Coordinate all pavement marking details with the requirements of FAA AC 150/5340-1, current edition			x			
- Provide details for all appropriate pavement markings including:			x			
o Dimensions			x			
o Color			x			
o Reflectivity			x			
U. Lighting/Signage Legend				x		
- Coordinate airfield electrical design with appropriate FAA Advisory Circulars in the 150/5340- and 150/5345- series, current editions						
- Provide general notes associated with airfield electrical work						
- Provide a legend including all symbols and line types used in the Lighting/Signage Layout Plans						
- Include appropriate warning blocks for FAA or Airport cables or utilities						
V. Lighting/Signage Layout Plans		x	x	x		

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
- Coordinate all airfield lighting and signage improvements with appropriate FAA Advisory Circulars.		x				
- Coordinate airfield electrical design with appropriate FAA Advisory Circulars in the 150/5340- and 150/5345- series, current editions			x			
- Identify all existing and proposed underground utilities, FAA NAVAIDS, duct banks, lighting, guidance signs, electrical ducts, vaults, hand holes, and circuit locations.		x				
- Identify all existing and proposed underground utilities, FAA NAVAIDS, duct banks, lighting, guidance signs, electrical ducts, vaults, hand holes, and circuit locations with dimensions and/or coordinate control			x			
- Identify all existing and proposed pavements and physical improvements			x			
- Identify all existing and proposed cable circuits			x			
- Specifically identify electrical related items to be:						
o Demolished			x			
o Removed or relocated elsewhere			x			
o Salvaged			x			
- Identify all runways, taxiways, and taxilanes			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
W. Lighting Details			x	x		
- Provide details for the installation of airfield lighting in each pavement type required and in soil if necessary			x			
- Provide details for the installation of appropriate manholes, duct, and associated items with dimensions			x			
- Provide lighting schedule identifying each fixture by FAA type, filter color, and location			x			
X. Other Utilities			x	x		
- Utility Plans			x	x		
- Coordinate utilities design with the requirements of FAA ACs and City of Los Angeles requirements			x			
- Identify all utilities with pipe type, class, length and slope as appropriate			x			
- Identify all appurtenances including valves, hydrants, meters, drains, vents, etc.			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
- Utility Profiles			x	x		
- Show profile stations and elevation grid for each utility run			x			
- Identify top of existing grade at centerline			x			
- Identify top of finished grade at centerline			x			
- Show profile of utility labeled with length, type, class and slope as appropriate			x			
- Show profile of appurtenances including stationing, structure number, top of structure, and invert elevations			x			
- Identify all pavement being crossed with pavement layers shown			x			
- Identify all underground utilities at appropriate depth			x			
- Identify and label all grade change locations with station and elevation			x			
- Include appropriate warning blocks for FAA or Airport cables or utilities			x			
- Utility Details			x	x		
- Provide details for all appropriate utility installations including valves, hydrants, vents, meters, structures, manholes, etc.			x			
- Provide general utility installation notes			x			
Y. Signage Details			x	x		
- Provide details for the installation of lighted and unlighted signs including foundations with dimensions			x			
- Provide sign schedule identifying sign by number, type, size, panel color and legend			x			

Submittal Details (General)	5%	30%	60%	90%	100%	Need for NTP
Z. Cross Sections Key Plan			x	x		
- Show the airport layout with all associated project elements labeled			x			
- Identify the location of proposed cross-sections and label			x			
AA. Cross Sections			x	x		
- Show cross sections station and elevation grid			x			
- Identify station for each cross section			x			
- Identify the cut and fill quantity for each cross section			x			
- Identify the existing ground or pavement surface at each cross section			x			
- Identify the finished ground or pavement surface at each cross section			x			
- Show the pavement structural section at each cross section			x			
BB. Contract Documents				x		
CC. List of Technical Specifications		x	x			
- Provide a list of technical specifications for the items to be incorporated into the project		x	x			
- Airfield technical specifications should conform to FAA AC 150/5370-10, current edition, as accepted and amended by LAWA		x				
- Other technical specifications should conform to CSI as accepted and amended by LAWA		x				
- Where available, LAWA standard specifications should be used			x			
- If LAWA standard specifications are not available, FAA specifications provided in FAA AC 150/5370-10, current edition, should be used			x			
- If FAA specifications are not available, LADWP, CALTRANS or other specifications may be used as applicable and approved			x			
DD. Limits and dimensions of existing and proposed object free areas, safety areas, exclusion zones, NAVAID			x			
F. Provide a Cost Loaded Schedule per LAWA standards (when required)				x		
H. Provide a separate and complete set of Discipline Coordination Drawings				x		
1 Construction refuse removal and collection strategy with trash bin locations approved by LAWA.				x	x	
2 Phasing and construction barricade drawings.				x	x	
3 Inter-disciplinary composite coordination drawings.				x	x	
4 Project Construction Logistics Plan showing site access, contractor staging, employee parking, construction deliveries (locations and time of day), etc.				x	x	
5 Construction Barricade Plans and Signage.				x	x	

CALM Submittals

- Current Estimated Project Cost (initially found on 5% Concept Request Form)	x	x	x	x	x	
- Current Estimated Milestones (initially found on 5% Concept Request Form)	x	x	x	x	x	

Site Logistics Plan

Prepare this document in AutoCAD DWG format, keep separate from other submittals
Must Be Approved before LAWA will issue Notice to Proceed

A.	Identify point of entrance locations and traffic routes for movement of the contractor's equipment, materials and workers to the work locations						x
B.	Incorporate escort provisions including conformance with LAWA and TSA regulations regarding allowable number and handling of un-badged personnel.						x
C.	Define alterations to existing facilities/infrastructure						x

Submittal Details (General)		5%	30%	60%	90%	100%	Need for NTP
D.	Locate on plans - construction zone accommodation of vehicular and aircraft traffic including signage, traffic stripping, flagging, temporary closures, barricades, and detours						x
E.	Locate on plans - provisions and plans for worker parking and routes to and from the work						x
F.	Locate on plans - staging/laydown areas for construction equipment, trash/debris receptacles, and material storage and protection						x
G.	Locate on plans - temporary facilities including trailers, dumpsters, and sanitary facilities						x
H.	Identify locations and related work zones for worker/material handling equipment such as cranes, and lifts.						x
I.	Provide emergency vehicle access						x
J.	Provide emergency evacuation routes						x
K.	Provide protection of private and public properties, including leased properties on site, if applicable						x
L.	Identify security provisions						x
M.	Locate on plans fencing and enclosure provisions						x
N.	Identify location of off-site, project-related facilities						x
O.	Identify on-site parking provisions if applicable						x
P.	Emergency contacts must be posted on plans						x
Q.	Define work shifts and corresponding working hours						x
R.	Show routing of temporary utility lines and points of tie-ins						x
S.	Show provisions for reclamation of areas disturbed by the contractor, if applicable						x
T.	Provide plans and actions taken to comply with environmental requirements and permits						x
U.	Identify the means for dust/dirt/debris mitigation						x
V.	Identify the means for construction Noise mitigation						x
W.	Incorporate coordination and accommodation of stakeholders impacted by the work.						x
X.	Incorporate coordination with other contractors impacted by or impacting the work.						x
Y.	Identify any other unique conditions applicable to the project						x
Z.	Narrative explaining each of the above line items and indicating the major challenges.						x
Project Phasing	**Keep this document separate from other submittals.**						
1a.	Written description of the work to be accomplished within each phase						x
1b.	Breakdown the physical elements of the project in maximum thirty (30)-day increments, or less if required to accurately reflect the progression of work, sequenced in accordance with the project schedule.						x
1c.	Include dates for proposed work, daily work hours, and a written work plan for each phase.						x
1d.	The document shall be flexible in its ability to describe real-time updates and shall be updated as required to fully ensure stakeholders are fully informed of revisions as they occur.						x
1e.	The document shall be consistent with the overall Project Schedule.						x
2a.	Indicate on plans the location of barricades, partitions, covered walkways, stairs, scaffolding, work platforms, etc. which are designed to separate construction activities from ongoing operational areas and mitigate disruptions to passenger and other stakeholder traffic flows. Approval must be obtained for Barricade and Enclosure Plans, temporary signage, and Scaffold and Messaging Concept. Please see “Additional Design Standards and Criteria” for a sample presentation. Full-size mock-ups of these systems may be required and agreed to prior to installation.						x
2b.	Identify security provisions						x
2c.	Identify emergency personnel provisions						x
2d.	Identify emergency evacuation routes						x
2e.	Identify egress analysis and occupancy Load calculations for each phase of the construction						x
2f.	Identify the means for public and worker health and safety protection						x

Submittal Details (General)		5%	30%	60%	90%	100%	Need for NTP
2g.	Identify any relocation and definition of temporary facilities required to maintain ongoing operations						x
2h.	State the means for maintenance of fire/life safety systems						x
2i.	State applicable construction restrictions during special events and holidays						x
2j.	Identify locations for material stockpiling and staging						x
2k.	Identify locations and related work zones for worker/material handling equipment						x
2l.	Identify the plan for rubbish removal, including location of trash bins						x
2m.	Identify modification and maintenance of existing systems during construction						x
2n.	Identify temporary signage/way-finding devices						x
2o.	Identify stakeholder relocations						x
2p.	Show routing of temporary utilities, lines, and points of tie-in						x
2q.	Identify temporary facilities						x
2r.	Identify means of dust/dirt/debris mitigation						x
2s.	Identify means of construction Noise mitigation						x
2t.	Identify any other unique conditions applicable to the project						x

Add'l Req'd Documents

A.	Provide “Cut Sheets” for all proposed equipment		x	x			
B.	Updated LAWA submittal schedule		x				
C.	Provide a Set of Outlines Specifications in CSI format and Basis of Design Narrative.		x				
C1.	Provide a corresponding Set of Specifications in CSI format			x			
	Provide a full set of Specifications in CSI Format, including schedules for doors and hardware, equipment, furniture, finishes, etc..				x		
D.	All Architectural drawings are to be stamped and signed by a professional Architect registered in the State of California				x		
E.	All Mechanical, Electrical, Plumbing and Fire Protection Drawings are to be stamped with appropriate professionals and signed by the corresponding design engineer of record who is registered in the State of California				x		
F.	All Structural drawings and calculations are to be stamped and signed by the Professional Engineer of Record that is registered in the State of California				x		
G.	Provide a letter addressed to LAWA signed by the Architect of Record certifying that all elements of the design, including but not limited to, casework, equipment and signage, indicated on their drawings are ADA compliant. In many cases, these letters will also need to be signed by a Certified Access Specialist (CAS).				x		

Format updated February 2014. No content change.

Permitting Agencies and the Federal Aviation Administration (FAA)

The reviewing agencies for the **Los Angeles** and for the **Ontario** areas are different.

Building Plan Check Information – LAWA works closely with LADBS make sure they are aware of projects at the Airport that will require plan check services. When starting the plan check process, please be aware LADBS has a designated case manager with oversight of plan check, permit and code matters at LAX. Designers are strongly encouraged to schedule a Preliminary Plan Check review early in the design process. The LADBS Case Manager is responsible for assigning a plan checker for the project who will provide a preliminary plan check review.

Lily Teng
Structural Engineer Associate
Case Manager/Plan Checker
LADBS Case Management Neighborhood Government Services Division
221 N. Figueroa, Room 180
Los Angeles, CA 90012
TEL: (213)482-6871
FAX: (213)482-6874

The Preliminary Plan Check review will help the designer understand the LADBS process including the necessary clearances for the project. This service allows the future applicant for plan check to meet with a plan checker to discuss applicable code requirements, submittal procedures, and any other issues or concerns regarding their project. Upon completion, the design professional will have a better understanding of the various code requirements as well as the required clearances from other governing authorities having jurisdiction over the project. The Preliminary Plan Check review affords the designer the opportunity for building department input early in the design process thereby, minimizing processing delays during plan check allowing the applicant to begin construction in a timely and cost effective manner.

This service is available for a fee for the following disciplines:

1. Building Code
2. Disabled Access
3. Signs
4. Land Subdivision (zoning)
5. Mechanical (HVAC) System
6. Electrical
7. Plumbing
8. Fire Sprinkler Systems

Designers are strongly encouraged to take advantage of this opportunity and utilize this service. The preliminary plan check application is available on-line at www.ladbs.org.

Food and Beverage Service. If a project includes Food and Beverage services, it is recommended that the Designer's team includes an experienced kitchen consultant familiar with the Los Angeles County, Department of Public Health plan check procedures.

Plan Check Submittal. As part of the overall project process, the Designer will be required to submit drawings to LADBS for plan check approval. Please read the section on the LAWA Review Process to understand the relationship between LADBS plan check approval and the LAWA Project Review Process.

Los Angeles Research Report Numbers: All building, electrical and mechanical products, either existing or new, including kitchen equipment, dishwashers, coffee makers, water purifiers, etc., that are specified for projects within the City of Los Angeles are required to have a Los Angeles Research Number. These numbers shall be listed on the drawings submitted for plan check.

Industrial Waste Permit: All Food Service Establishments (FSE) that generate waste Fats, Oils and Grease (FOG) are required to obtain an Industrial Wastewater Permit from the City of Los Angeles. Such a permit is issued by the Los

Angeles Department of Public Works Bureau of Sanitation, Industrial Waste Management Division. When applying for an Industrial Waste Permit, all new FSEs are required to install a 750-gallon or larger Gravity Grease Interceptor (GI).

Environmental Health: All Retail Food Facilities are required to submit drawings to Los Angeles County, Environmental Health Department. A Retail Food Facility is defined as a place where food is stored, prepared, served, packaged, transported, salvaged or otherwise handled for dispensing or sale to the general public. This list includes but is not limited to, bakeries, restaurants, cocktail lounges, micro breweries, soda fountains, coffee shops, or other food and beverage entities.

The Permittee shall fulfill all other requirements of the
1) Certified Unified Program Agency (CUPA),
2) State Water Resources Control Board (SWRCB),
3) Air Quality Management District (AQMD), and
4) local City ordinances as cited in the City's Municipal Code.

The Los Angeles Department of Cultural Affairs: As part of the plan check approval process, all building projects will require a permit application clearance from the office of Cultural Affairs. This office was created in an effort to promote long-term design excellence in all public architecture and public art that best reflects Los Angeles' international stature as a vibrant and creative cultural center. The Los Angeles City Cultural Affairs Commission has the power to review and approve all public architectural designs and public art projects in the City of Los Angeles. Upon determining that such a clearance is required, proceed with the following two step procedure for contacting the department:

1. Call Haroot Avanesian at 213.202.5501 and leave him voice mail message that you'll be sending him a follow-up email with the plan check number and a brief description of your project.
2. Send an email to haroot.avanesian@lacity.org describing your project. In this email elaborate on the exterior of the proposed facility including any new roof mounted mechanical equipment, lighting etc. that is proposed.

Upon submitting this information, you will be contacted by the department for further review and clarification. In some instances, an electronic clearance may be granted. The review process and detailed submittal requirements will be determined by the Department of Cultural Affairs on a case by case basis.

Please note that projects at Ontario International Airport will require similar approval process to the above through the City of Ontario.

Federal Aviation Administration (FAA) Standards – These standards may be obtained from the Federal Aviation Administration at http://www.faa.gov or from:

Federal Aviation Administration
P.O. Box 92007, AWP-600
Los Angeles, CA 90009

Completion of FAA Form 7460-1, Notice of Proposed Construction or Alteration, may be required.

Approval from the Federal Aviation Administration (FAA) is required for projects resulting in a change in the Airport Layout Plan or **for the use of cranes and certain other construction equipment**. Form 7460-1 may be filed electronically at https://oeaaa.faa.gov/oeaaa/external/portal.jsp or by mail to:

Federal Aviation Administration
Western-Pacific Region
Los Angeles Airports District Office
PO Box 92007
Los Angeles, CA 90009

CONTINUED
CFR Title 14 Part 77.9 states that **any person/organization who intends to sponsor** any of the following construction or alterations must notify the Administrator of the FAA:

- any construction or alteration exceeding 200 ft above ground level
- any construction or alteration:

  - within 20,000 ft of a public use or military airport which exceeds a 100:1 surface from any point on the runway of each airport with its longest runway more than 3,200 ft
  - within 10,000 ft of a public use or military airport which exceeds a 50:1 surface from any point on the runway of each airport with its longest runway no more than 3,200 ft
  - within 5,000 ft of a public use heliport which exceeds a 25:1 surface
- any highway, railroad or other traverse way whose prescribed adjusted height would exceed the above noted standards
- when requested by the FAA
- any construction or alteration located on a public use airport or heliport regardless of height or location.

In accordance with 14 CFR Part 77, notice must be provided at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.

FAA – Obstructions to Navigation

Penetrations of the imaginary surfaces defined in Federal Aviation Regulation (FAR) Part 77 shall not be permitted without advance notification of, and approval by, the Engineer.

It will be necessary **for the Contractor to file FAA Form 7460-1** with the FAA to obtain approval prior for operation of equipment 15 feet or more in height, including but not limited to vehicles, cranes, or other construction equipment, structures, stockpiled materials, excavated earth, etc. It shall be the **Contractor's sole responsibility** to file this document. In accordance with Federal Regulation Title 14, Part 77 (14 CFR Part 77), notice must be provided at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.

FAA review and approvals are required prior to issuing all construction permits.

Document Date: May 25, 2012