

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
STATEWIDE AVIATION LEASING
AIRPORT BUILDING PERMIT APPLICATION INSTRUCTIONS

Airport building permits are required for all work performed in, on, or under the premises. This includes site preparation, placement of fill, excavation, construction of improvements, tank removals, remediation, demolitions, remodeling (internal and external), and construction of any kind. Building permits are valid for one year. Only the lessee of record or the lessee's contractor, with a letter of authorization from the lessee, may apply for an airport building permit.

To apply online go to: http://www.dot.state.ak.us/stwdav/eLeasing_Welcome.shtml

- I. Applications must be complete and include the required attachments as below listed. Incomplete permit application packages will not be processed.
- A. **\$200 Nonrefundable Application Fee for new construction**
\$75 Nonrefundable Application Fee for existing improvements
- B. **Site Plan** showing:
1. Dimensions of all proposed *and* existing improvements (buildings, tanks, parking areas, etc); distances from proposed improvements to existing structures and two contiguous lot boundary lines.
 2. Locations of utilities, including pole heights, depth of buried cable, etc.
 3. Drainage plan, including elevations, grades and sizes of drainage structures and appurtenances.
 4. Location of snow-storage area and layout of aircraft and vehicle parking.
- C. **Construction Plan Drawing(s):** May be combined with the Site Plan. Must show front and side elevations for all proposed buildings, building additions, miscellaneous structures and fueling facilities.
- D. **State Fire Marshal Approval:** Apply by contacting:
- | | | | |
|-------------------|--|----------------|--------------------|
| <u>Anchorage:</u> | 5700 E Tudor Rd, Anchorage, AK 99507-1225 | (907) 269-5604 | Fax (907) 269-5018 |
| <u>Fairbanks:</u> | 1979 Peger Rd, Fairbanks, AK 99709-5257 | (907) 451-5200 | Fax (907) 451-5218 |
| <u>Juneau:</u> | PO Box 111200, Juneau, AK 99811-1200 | (907) 465-4331 | Fax (907) 465-5521 |
| or | www.dps.state.ak.us/fire | | |
- NOTE: DOT&PF & the State Fire Marshal have entered into a Memorandum of Understanding regarding improvement setbacks on airport lease lots. For a copy of the MOU, contact a Leasing office.
- E. **Federal Aviation Administration (FAA) Approval:** FAA Form 7460-1: "Notice of Proposed Construction or Alteration" – FAA AAL-600 Alaskan Region, 222 W 7th Ave #14, Anchorage, AK 99513. Apply by contacting: (907) 271-5438, FAX (907) 271-2851, or www.alaska.faa.gov/airports.
- F. **Alaska Department of Environmental Conservation (DEC) Approval:** Required for public food services, sewer and water installations (including wells, septic tanks, connections to community systems), decommissioning underground storage tanks and site remediation. Apply by contacting:
- | | | |
|-------------------|--|----------------|
| <u>Anchorage:</u> | Regional Supervisor, 555 Cordova St, Anchorage, AK 99501 | (907) 269-7500 |
| <u>Fairbanks:</u> | Northern Region Office, 610 University Ave, Fairbanks, AK 99709 | (907) 451-2105 |
| <u>Juneau:</u> | Southeast Region Office, 410 Willoughby Ave #105, Juneau, AK 99801 | (907) 465-5300 |
| or | www.dec.state.ak.us | |
- G. **National Pollution Discharge Elimination System Permit (NPDES):** Coverage under a NPDES permit is required for construction activities affecting one acre or more and for the operation of a facility engaged in industrial activities related to air transportation. Industrial activities include deicing, equipment maintenance, vehicle washing, hazardous waste storage or handling, fueling, cargo handling, etc. Operators are required to file a Notice of Intent (NOI) with the Environmental Protection Agency for coverage under either the NPDES General Permit for construction activities or under the Multi-Sector General Permit (MSGP-2000) for Alaska (Sector S) for industrial activities; and prepare and implement a Storm Water Pollution Prevention Plan (SWPPP). If you are required to comply with these requirements, a copy of your NOI must be forwarded to the appropriate

Aviation Leasing office with any SWPPP developed for your activities and/or operations. For more information, contact: www.dec.state.ak.us, or call ADEC at (907) 269-7692; or www.epa.gov/r10earth/stormwater.htm; or

Safety, Security & Hazardous Material Manager, Central and Southeast Regions (907) 269-0760
Maintenance & Operations Environmental Compliance Coordinator, Northern Region (907) 451-5291

H. **Other Approvals:** May be required, depending upon the location of the premises and the types of proposed improvements. Some examples include:

1. Office of Project Management and Permitting: This division oversees coordination for approvals from these appropriate agencies:

- a. U.S. Corps of Engineers
- b. Alaska Department of Natural Resources
- c. Alaska Department of Fish and Game; U.S. Fish & Wildlife Service

Northern & Southcentral Region Offices, 550 W 7th Ave #1660, Anchorage, AK 99501 (907) 269-7470
Southeast Region Office, 302 Gold St #202, Juneau, AK 99801 (907) 465-3562
or www.alaskacoast.state.ak.us

2. Alaska Department of Transportation & Public Facilities, Right-of-Way Division:

- a. Utility Permits: Main and off-premises utility installations (telephone, electric, gas, sewer and water lines) require a separate Utility Permit.
- b. Driveway Permits: Construction and maintenance of a driveway off a public right-of-way requires a separate Driveway Permit.

For information and applications, contact:

Central Region: (907) 269-0624 (Utilities); (800) 770-5263 or (907) 269-0700 (Driveway Permits)
Northern Region: (907) 451-5400
Southcoast Region: (907) 465-4521

3. Other Federal, State or City Permits: Other agencies having jurisdiction over the area or the proposed improvements.

II. **Survey:** A survey may be required prior to any construction on the premises.

III. **Airport Building Permit Application:** Must be submitted, complete with the required attachments and approvals and the nonrefundable application fee, to the appropriate Aviation Leasing Office below:

ANCHORAGE OFFICE: Mailing: Aviation Leasing, Central Region, PO Box 196900, Anchorage, AK 99519-6900
Physical: 4111 Aviation Dr, Anchorage, Alaska, 99502-1058
Phone: (907) 269-0740, Fax: (907) 269-0489, Text telephone TDD: (907) 269-0473

FAIRBANKS OFFICE: Mailing: Aviation Leasing, Northern Region, 2301 Peger Rd, Fairbanks, AK 99709-5399
Phone: (907) 451-2216, Fax: (907) 451-2253, Text telephone TDD: (907) 451-2363

JUNEAU OFFICE: Mailing: Aviation Leasing, Southcoast Region, PO Box 112505, Juneau, AK 99811-2505
Physical: 6858 Glacier Highway, Juneau, Alaska, 99801-7909
Phone: (907) 465-1785, Fax: (907) 465-1395, Text telephone TDD: (907) 465-4647

IV. The Department of Transportation and Public Facilities will issue a Building Permit Certificate upon approval of the Airport Building Permit Application. The Building Permit Certificate **must be posted** in a conspicuous location at the construction site, preferably under a clear plastic cover to protect it from damage.

**ANY CONSTRUCTION OR DEMOLITION ON A STATE AIRPORT
WITHOUT WRITTEN STATE AUTHORIZATION
IS PROHIBITED**



AIRPORT BUILDING PERMIT APPLICATION

To apply online go to: http://www.dot.state.ak.us/stwdav/eLeasing_Welcome.shtml

APPLICANT:					
NAME OF LESSEE:		NAME OF CONTRACTOR:			
ADDRESS:		ADDRESS:			
PHONE:		PHONE:			
FAX:		FAX:			
EMAIL:		EMAIL:			
SITE DESCRIPTION:					
AIRPORT:		ADA:			
LOT:	BLOCK:	PARCEL:	ITEM:		
OTHER:					
PROPOSED CONSTRUCTION:					
CHECK ONE: New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Demolition <input type="checkbox"/> Environmental <input type="checkbox"/>					
STRUCTURE TYPE: Building <input type="checkbox"/> Site Development <input type="checkbox"/> Utilities <input type="checkbox"/> Fuel Tank <input type="checkbox"/>					
Other:					
ESTIMATED COST:		START DATE:	END DATE:		
SITE ELEVATION:		MAX HEIGHT OF IMPROVEMENTS:			
DETAILED DESCRIPTION OF PROPOSED WORK:					
SIGNATURE OF APPLICANT:				DATE:	
NAME & TITLE:					
CHECK LIST:		OFFICE USE	CHECK LIST:		OFFICE USE
A. Non-refundable application fee			G. NPDES Notice of Intent & SWPPP		
B. Site Plan:			H. Office of Project Mgmt & Permitting		
1. Location & dimensions of improvements			a. Corps of Engineers Approval		
2. Location of existing & proposed utilities			b. State Dept of Natural Resources		
3. Drainage plan			c. State Fish & Game/US Wildlife Service		
4. Location of snow storage area & parking			Alaska DOT/PF Right-of-Way Permits		
C. Construction Plan Drawings			City Permits		
D. State Fire Marshall Approval			Other:		
E. FAA Approval					
F. DEC Approval					