



# PRE-CONSTRUCTION PROCESS CHECKLIST

- STEP 1** LESSEE will complete and submit application for an available Hangar Site.
- STEP 2** Oregon Department of Aviation (ODA) will verify receipt of application with a letter to LESSEE. Site location will be determined and approved by ODA Airport Divisions.  
  
This letter will be enclosed with the following forms and documentation:
  - a) Pre-construction Process Form
  - b) Proposed hangar site drawings labeled Exhibit A & B
  - c) FAA 7460-1 form
  - d) Draft copy of Lease (for review)
- STEP 3** LESSEE will complete FAA form 7460-1 and, together with a signed copy of this construction process document, return to ODA. ODA Planning will forward the 7460-1 form with a letter to FAA requesting approval of proposed construction (Approval may take a minimum of 6 to 8 weeks).
- STEP 4** Once the "no objection" approval letter from FAA is received, ODA will review and approve the FAA requirements for heights.
- STEP 5** LESSEE will commission a licensed surveyor to stake the proposed construction site. LESSEE will then schedule a meeting with ODA at the hangar site to verify the site has been correctly staked.
- STEP 6** LESSEE will submit copies of building permits and a copy of county/city approved plans for review. NOTE: Fire suppression review will transpire during building permit process. Plan must address storm water run-off.  
  
LESSEE will request a Locate of Underground Utilities (if applicable) from the appropriate utility company.
- STEP 7** When all the above criteria have been satisfactorily met, ODA will send LESSEE an executable lease agreement containing final Exhibits A & B. These are to be signed and returned to ODA in duplicate.
- STEP 8** LESSEE must provide proof of Liability Insurance naming ODA as additionally insured. Non-commercial Policy coverage \$1M, Commercial Policy coverage \$1.5M and Fixed Base Operator coverage \$2M.
- STEP 9** ODA will return one fully executed copy of lease to LESSEE along with a letter entitled "Notice to Proceed," indicating that the pre-construction process is complete and construction may begin.
- STEP 10** Notify ODA when construction is complete and LESSEE is issued occupancy permit by local governing body and for final inspection by ODA.

By signing my name below, I agree to layouts on Exhibits A & B and I understand the above process for pre-construction on a state owned airport and agree to follow the process as stated in the steps above. Furthermore, I agree that **I will not begin construction until I have met the above criteria nor without first receiving my formal "Notice to Proceed."**

LESSEE SIGNATURE

DATE

LESSEE PRINTED NAME

PHONE NO.

## FOR OFFICE USE ONLY

AIRPORT DIVISION SIGNATURE

DATE

COMMENTS

PLANNING DIVISION SIGNATURE

DATE

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