

**MANCHESTER-BOSTON REGIONAL AIRPORT (MHT)**  
 One Airport Road, Suite 300, Manchester, NH 03103 603-624-6539, Fax 603-628-6038  
**TENANT WORK PERMIT (TWP) APPLICATION**



Except for routine maintenance on tenant-installed equipment, a permit is required any time a Tenant performs construction or modification work located on Airport Property. The permitting process is described on the back of this form.

**NOTE: THIS APPLICATION MUST BE SUBMITTED TO MHT AIRPORT FACILITIES PRIOR TO APPLYING FOR ANY OTHER LOCAL OR STATE PERMITS THAT MAY BE REQUIRED**

**TITLE OF PROJECT:** \_\_\_\_\_

**LOCATION OF WORK (Building, Concourse, Room No., Etc.):** \_\_\_\_\_  New  Existing

**Estimated Start Date:** \_\_\_\_\_ **Estimated Construction Duration:** \_\_\_\_\_ **Estimate Construction Cost:** \_\_\_\_\_

**Have you discussed this work with MHT Property & Contract Management?** NO ( ) YES ( )

**Are drawings and/or specifications enclosed?**  No  Yes (Submit 1 electronic and 3 – half size sets.)

Proposed Work includes (check all that apply): NOTE: Tenant is responsible for providing all AOA access needed to complete the proposed work as approved by MHT Operations Staff.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Antenna/Communications   | <input type="checkbox"/> Podium/Backscreens/Millwork  | <input type="checkbox"/> Paving                                   |
| <input type="checkbox"/> Electrical modifications | <input type="checkbox"/> New walls                    | <input type="checkbox"/> Roof penetration(s)                      |
| <input type="checkbox"/> HVAC modifications       | <input type="checkbox"/> Demolition of existing walls | <input type="checkbox"/> Underground or aboveground storage tanks |
| <input type="checkbox"/> Plumbing modifications   | <input type="checkbox"/> Land Disturbance             | <input type="checkbox"/> Other _____                              |

By signing below, Tenant acknowledges receipt of the *MHT TENANT CONSTRUCTION GENERAL PROVISIONS*, and agrees to be bound by the terms and conditions of the provisions; the LEASE terms; and this application for the proposed work and **certifies that Tenant employees and/or contractors are qualified and OSHA trained to perform the work.**

**REQUESTING TENANT:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Tenant Email:** \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**NAME/MAILING ADDRESS FOR APPROVED TWP:** \_\_\_\_\_

**CONTRACTOR (if known):** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**ARCHITECT/ENGINEER/DESIGNER (if applicable):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**AIRPORT USE ONLY – FOR APPROVAL (as applicable) TO PROCEED WITH CONSTRUCTION:**

Asst. Director-Properties (initials & date) \_\_\_\_\_ Facilities Superintendent (initials & date) \_\_\_\_\_

Asst. Director -Operations (initials & date) \_\_\_\_\_ Manager, Ops & Facilities (initials & date) \_\_\_\_\_

Security Manager (initials & date) \_\_\_\_\_ OTHER (initials & date) \_\_\_\_\_

**WORK PERMIT APPROVAL**

Construction is hereby authorized to proceed on the proposed Work, after all appropriate permits have been obtained and the pre-construction meeting has been held. All Work done under this authorization is at the Tenant's own expense and risk, and Manchester-Boston Regional Airport shall not be held liable for any damages, losses, or injuries resulting from or connected in any way with this Work. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local code regulating construction or the performance of construction. The issuance of a work permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Approved with attached conditions

\_\_\_\_\_  
Tenant Work Permit Number

\_\_\_\_\_  
Luis Elguezabal, A.A.E. (or Designee)  
Assistant Airport Director, Operations and Facilities

\_\_\_\_\_  
Date

**FINAL INSPECTION**

Conditions or Exceptions

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Luis Elguezabal, A.A.E.

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Adams

\_\_\_\_\_  
Date

# Tenant Work Permit Process

## Manchester-Boston Regional Airport

Except for routine maintenance on tenant-installed equipment, a permit is required any time a Tenant performs construction or modification work located on MHT Property.

### Obtaining a Work Permit

1. Discuss preliminary concept of work with the Assistant Airport Director for Properties & Contracts Management (624-6539).
2. Upon approval of concept by Properties & Contracts Management, obtain a Work Permit Application and Construction Manual from the Building Maintenance Department at ext. 146.
3. Submit the following (via mail or email) to the Building Maintenance Department at the address or email at the bottom of this page:
  - a. A completed MHT Work Permit Application.
  - b. 1 electronic, 1 full and 3 half-size sets of preliminary construction plans and/or specifications for the planned work
4. Documents will then be reviewed by Airport Staff. Accurate and complete documentation takes less time to process. When it is determined that the documents for the project are in compliance with MHT standards and all other requirements have been met, an approved MHT Tenant Work Permit for the work will be issued.
5. After obtaining all appropriate City and any related permits, submit three sets of final construction plans and specification in hard copy and 1 electronic copy (plans in AutoCAD and specifications in PDF). Upon receipt of the final plans, a pre-construction meeting may be held with MHT Staff. Depending upon the scope of work, this meeting may be held prior to obtaining City and related permits in order to expedite construction.
6. At the Pre-Construction Conference, the general contractor will be briefed on rules, regulations, and procedures to be followed for the construction project. The general contractor should be prepared to discuss the project in detail. The contractor should submit to MHT:
  - a. An original copy of the contractor's Insurance documentation on standard forms, as applicable. If construction costs exceed \$100,000, submit performance and payment bonds on standard forms.
  - b. A list of all sub-contractors to be used and their phone numbers.
  - c. Provide an Emergency Contact list.

### Project Design, Construction, and Inspection

All work must be performed by properly licensed personnel and comply with the State of New Hampshire and City of Manchester Building Code, and all other rules, regulations, and policies of agencies having jurisdiction. Contracts must adhere to the appropriate sections of the Airport's Construction General Provisions and Special Project Procedures, where applicable. The Airport reserves the right to restrict the hours of work for work deemed to be excessively disruptive to the airport, at no additional cost to the Airport.

All materials and each portion of the Work is subject to inspection by Airport. Other federal, state, and local agencies may require the contractor to have permits and inspections in addition to those required by the Airport. The Airport shall have no responsibility to ensure that other permits or inspections are properly obtained, scheduled, or completed. Copies of all final, signed inspection documents should be forwarded to the Airport.

Contractor or tenant shall notify the Airport representative when the work is complete, and a final inspection of the project will be scheduled by the Airport.

### Project Close Out

The project will be closed out when the contractor has:

1. Successfully completed MHT Final Inspection. At Airport's option, work not completed as agreed will be performed by MHT and billed back to the tenant.
2. Submitted signed and sealed As-built documents (In AutoCAD file format and PDF on disk if required).
3. Submitted a copy of the contractor's Final Release of Lien(s) and a letter stating the work is complete.

Contractor insurance and bonds must remain current and in force until the Work Permit is closed.

### Permit Fees and Charges

The Airport does not currently charge a fee for the Work Permit. However, work completed without an approved Work Permit will be subject to tenant charges or removal at tenant expense. All project permitting and development costs, fees, and taxes required to complete the work are the responsibility of the Tenant and Contractor.

### For Further Information About This Program

#### MHT Building Maintenance

John Adams, Facilities Superintendent  
Forms and Applications  
Inspections  
Assistant Director – (Properties & Contract Management)  
Fax:  
Email:

603/624-6539  
Ext. 146  
Ext. 146  
Ext. 321  
603/628-6038  
jadams@flymanchester.com

#### Mailing Address

Tenant Work Permit  
Manchester-Boston Regional Airport  
One Airport Road, Suite 300  
Manchester, NH 03103  
Attn: John Adams