

# Frequently Asked Questions WCAA Permit Requirements

## Prepared for WCAA Tenants at Detroit Metro and Willow Run Airports

### Purpose

The intent of this document is to assist WCAA Tenants with regard to the WCAA permit process as it relates to improvements of leasehold facilities within the boundaries of Detroit Metropolitan Wayne County Airport and Willow Run Airport.

Tenant improvements, construction and alterations are allowed under the CONSTRUCTION OF IMPROVEMENTS provision found in all airport leases. The provision stipulates that all requests of this nature require the written approval of the WCAA.

### **WHY ARE WCAA PERMITS NECESSARY?**

The intent of the permitting process by the WCAA is to ensure that a safe, secure and healthy work place is provided. In addition, the process provides the coordination of necessary activities that will ensure that Tenants and their Contractors are in compliance with the Permit Guidelines.

Some of the advantages of the WCAA permit process include:

- ✓ Ensuring compliance with lease agreement terms and conditions
- ✓ Expediting approved Tenant Reimbursement requests (see **Tenant Reimbursement Policy** attached)
- ✓ Providing for protection for both Tenant and WCAA against potential liability issues
- ✓ Coordination with appropriate municipality's building department/building codes
- ✓ Coordination FAA/TSA approvals
- ✓ Ensuring conformance with WCAA design standards
- ✓ Creating quality design from all Tenants, consistent with the overall design themes established and appropriate for the Airport
- ✓ Planning tenant spaces that are compatible with the airport operational and safety requirements
- ✓ Creating tenant spaces which are compatible with adjacent tenancies
- ✓ Ensuring that WCAA obtains and has appropriate tenant leasehold improvements, construction and alteration documentations for required reporting (fixed asset, finance, facility management)

### **WHAT IS CONSIDERED A TENANT IMPROVEMENT, CONSTRUCTION OR ALTERATION?**

If any equipment or materials are to be added or completely replaced as part of a refurbishment to the existing facilities (such as a roof replacement or finish upgrades, or any similar type of project), WCAA Construction/Alteration Permit procedures are to be adhered to.

Examples of projects that require a WCAA Permit may include, but are not limited to:

- ✓ Any structural maintenance or improvement; HVAC, Plumbing, Electrical, etc.
- ✓ Building renovations
- ✓ Installation of signage (exterior and interior)

In order for a Tenant construction project to be considered maintenance, the following conditions must be met:

- ✓ The scope of work will not change or modify the existing facilities
- ✓ Work to be performed is work done in kind. Examples of this type of work include replacement of existing equipment or failed materials as well as patching/repairing existing walls, flooring, roofing, etc.

The WCAA reserves the right to determine what type of project is considered a repair or a construction and/or alteration. ***If you are in doubt about whether a project requires a permit, please contact:***

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## ***WHY ARE BONDS AND INSURANCE REQUIRED?***

Tenant improvements that will be completed by a contractor require insurance certificates and endorsements which must be submitted for review and approval by WCAA. A contract between a WCAA tenant and a contractor does not represent nor provide for the appropriate insurance coverage or liability protection.

Additionally, the airport tenant must provide a time, materials and payment bond for the work, the threshold for which is \$25,000 and also requires review and approval by WCAA.

If the tenant is using its own employees to complete the work, insurance certificates and endorsements submitted under their lease agreement should cover any construction related projects.

***Note: The bond and insurance requirements may be submitted at any time after the permit application is submitted and must reference the C/A Permit Application number.***

## ***WHY IS A SAFETY PLAN REQUIRED?***

The Tenant's General Contractor is required to provide a safe and healthful work environment for their workers on-site during the performance of the construction or alterations work authorized by a C/A Permit.

Effective February, 2013, an approved Safety Plan is required for all Contractors and Subcontractors who perform any work on or at Detroit Metropolitan Airport (DTW) or Willow Run Airport (YIP) and facilities, or any property owned or operated by the Wayne County Airport Authority (Airport Authority).

The approved Safety Plan shall include a comprehensive random and post-accident drug and alcohol testing program.

### **WHAT IS THE LENGTH OF TIME FOR THE REVIEW PROCESS?**

The complexity of the project will determine the timing for the review process.

#### **General Guidelines:**

- ✓ Approved small application reviews (<\$25000, non-AOA) may be completed within 2-3 business days of receipt of all required documentation.
- ✓ Standard / Complex application reviews will be completed within 5 business days of receipt of all required documentation.

### **HOW DO I OBTAIN ACCESS TO THE C/A PERMIT SYSTEM?**

#### **New Tenant, Contractor or other supporting Company:**

- ✓ Complete the appropriate Add/Change form and submit to C/A Permits. You will be notified via e-mail when your access has been established.
- ✓ Each Company entry must include at least one contact person with valid e-mail address.

#### **Active Employee/contact person supporting a new Tenant project:**

- ✓ The tenant Applicant will select the company and assigned support personnel within the permit application to enable access to the project.

#### **New employee/contact person supporting an existing project**

- ✓ An Applicant or Applicant Team Member may add the new person within the permit application and they will be notified via e-mail when access has been granted.
- ✓ An Applicant may complete an Add/Change form to add an individual or groups of individuals.

**NOTE:** You will need to change your WCAA Workplace Permitting system password upon initial log-in. Your password must consist of a minimum of 8 characters including capitals and numbers.

#### **IMPORTANT NOTES:**

- ✓ Permit applicant must be a tenant obligated by a lease agreement to WCAA with appropriate rights within the C/A Permits system.
- ✓ Tenant shall be responsible for assuring that their contractor complies with the applicable provisions of the Permitting Guidelines.
- ✓ No physical work may occur prior to issuance of the C/A Permit.
- ✓ Bonds and Insurance must be approved prior to issuance of the C/A Permit to the Tenant.
- ✓ Any additional related project information (addendum, bulletin, revision, additional information) received after the original submittal will be considered a revision and will be assigned an associated project review number. The revision will be reviewed separately and will follow the same process as the original application submission.
- ✓ All project documentation must be uploaded into the C/A Permit system for review.

- ✓ Any document that cannot be printed on 11x17 size paper must be submitted in hard copy (six (6) sets required) in addition to the electronic version.
- ✓ All project communication and documentation must reference the C/A Permit Application number. Failure to do so may result in delays.