

DEPARTMENT OF AVIATION  
PLANNING DESIGN & CONSTRUCTION  
DESIGN DIVISION

P. O. BOX 60106  
HOUSTON, TEXAS 77205-0106  
(713)443-1714

JOB # \_\_\_\_\_

TENANT PROJECT INFORMATION

TENANT:

Name:

Phone:

Person to Contact:

ENGINEER/ARCHITECT:

Name:

Phone:

Person to Contact:

GENERAL CONTRACTOR:

Name:

Phone:

Person to Contact:

## APPENDIX F

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### Pre-Construction Requirements

Estimated Cost \_\_\_\_\_

Estimated Construction Time \_\_\_\_\_

1. Submit the following to the PDC Construction Division Project Manager:

- \_\_\_\_\_ 6 Sets of plans and specifications
- \_\_\_\_\_ 1 Project schedule.
- \_\_\_\_\_ 1 Copy of required City building permit(s).
- \_\_\_\_\_ 1 Copy of FAA permit for height restrictions.
- \_\_\_\_\_ 1 List of sub-contractors (names and addresses).
- \_\_\_\_\_ Proof of insurance.
- \_\_\_\_\_ Project cost estimate.

2. Obtain badge forms from Airport Engineer's Office

3. Notify inspector of required utility outages.

### Post-Construction Requirements

1. Submit the following to the airport Engineer:

- \_\_\_\_\_ Autocad 11.0 data disk (3-1/2")
- \_\_\_\_\_ 2 Sets stamped and dated "as-builts" and 1 sepia.
- \_\_\_\_\_ Certificate of Occupancy (Tenant and architect).

2. Notify Airport Engineer of final inspection.

## APPENDIX F

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### GENERAL INFORMATION

The following is a short summary of requirements for Tenant construction projects. Tenants and their contractors should refer to the Tenant Improvement Manual for a complete listings of requirements and procedures.

1. Notice to proceed will be given upon completion of items listed as "Pre-Construction Requirements."
2. All construction shall be done in accordance with the plans and specifications approved by the Director of Aviation. All work will be subject to inspections at all times by the Department of Aviation to assure compliance with approved plans and specifications, City of Houston ordinances, and laws governing such construction.
3. All changes must be shown on the tracing as a revision. Major changes require a revised tracing with six (6) sets of prints, submitted to the Department of Aviation, Design Division.
4. Building construction will require a permit from FAA approving the building height. Use of a crane also requires a FAA permit for height approval. A crane raised at night requires a strobe light to be installed at the highest point. Daytime use requires a fluorescent orange flag to be attached at the highest point.
5. The contractor is responsible for total security in this area of work. Restricted areas should be secured by closing and locking or by guard. I. D. badges and contractor parking must be coordinated thorough the inspector.
6. All construction area shall be kept clean of all debris, trash, etc.

Appendix E “Guidelines and  
Energy Conservation  
Parameters for Terminal  
Facilities” is not included.  
Please contact Frank Crouch  
if a copy is required.