



TENANT IMPROVEMENT PERMIT APPLICATION PROCESS

Introduction

While reasonable effort was placed in the development of the standard lease agreement between the Port of Astoria and its Tenants, business necessity may warrant improvements to the tenant's leased area outside the scope of the agreement. This program is intended to provide the Port and its tenants an objective, systematic process for improvements not addressed in the standard lease documents.

The Port of Astoria requires tenant improvements to be made by licensed contractors according to current building and life safety codes. In all circumstances where tenants retain outside service providers such as electricians, plumbers, etc., a permit from the local building official is required. The Port of Astoria requires a copy of the permit along with supplemental drawings, permits and special documents outlined on page 2 of this packet.

Please complete the following pages and submit to the Properties/Permits department. Electronic files may be sent by email to permits@portofastoria.com. The Port requests that drawings be submitted electronically in .pdf format. Port staff commits to returning the packet with a decision within five business days. Retroactive authorization may be granted in limited cases where an emergency exists.

Once submitted and approved, a copy of the tenant improvement permit package will be maintained as a portion of the tenant's permanent lease file.

Procedures:

1. Tenant/Contractor reviews this information page and completes "Tenant Improvement Permit Application" section.
2. Port staff reviews application package and responds with completed Tenant Improvement Permit Checklist within five days of receipt.
3. Port staff reviews full application (with pre-application documents and \$75 application fee) and issues "Authorization to Proceed" within five business days of receipt of a completed application package.
4. Tenant/Contractor obtains required permits from permitting authority having jurisdiction.
5. Tenant/Contractor submits pre-work documents, and updates anticipated work start and end dates.
6. Port issues Tenant Improvement Permit with due date of final walk-through inspection.
7. Upon completion of work, tenant/contractor provides post-work documents. The Port of Astoria requires project drawings and "as built" drawings for all work performed. As-built drawings must be submitted by final walk-through due date. Failure to provide drawings to the Port of Astoria within 30 days of completion, may result in utilities disconnect and/or lease penalties up to and including 3% of monthly lease rate per day.
8. Final walk-through completed by Director of Operations or Maintenance Manager. Port closes permit as "completed" if no other work needed and all paperwork has been submitted.

Please Read Carefully

1. Any work performed on port property must be completed by a licensed, bonded contractor duly authorized to perform the intended work in the State of Oregon
2. Contractor must list the Port of Astoria as additionally insured on general liability insurance for duration of the project proposed.
3. Tenant/Contractor may be asked to provide any of the following, where applicable:
 - a. Project description
 - b. Plan view drawings with appropriate scale
 - c. Elevation drawings with appropriate scale
 - d. Copy of current permit from utility
 - e. Copy of current permit from City of Astoria
 - f. Trace wires are to be installed on all underground work
 - g. Pre-work location of underground utilities
 - h. Secondary location of underground utilities
 - i. Copy of hot work procedures
 - j. Copy of environmental procedures
 - k. SDS for all regulated chemical products in accordance with UN GHS formerly OSHA Right to Know
 - l. Verification that intended work is consistent with current zoning and land use rules
 - m. "As built" drawings upon completion and project close
4. Applicant to pay \$75.00 admin fee.
5. Project Access: Port of Astoria Operations Manager or designee is authorized to access project area at any time during project period.
6. Operation Suspend Authority: Port of Astoria Operations Manager or designee is authorized to suspend, terminate project operations under the following conditions:
 - a. Possible life safety hazards,
 - b. Conflicts with other Port or tenant operations,
 - c. Scope disputes,
 - d. Other cause determined by Port of Astoria staff.
7. Port of Astoria Staff Review to be completed within 5 business days of submittal for review by tenant or designee. Staff responses will typically be:
 - a. Approved
 - b. Additional Information Required
 - c. Port-Required Work
 - d. Conflicting Uses



PORT OF ASTORIA
 422 GATEWAY AVE, SUITE 100
 ASTORIA OR 97103

PERMITS TEAM
 PHONE: 503-741-3300
 FAX: 503-741-3345
 EMAIL: permits@portofastoria.com

TENANT IMPROVEMENT PERMIT APPLICATION		TIP#
Tenant/Lessee Name		
Project Address		
Project Location		
Description of Work Planned		
Desired Start Date		Estimated Completion Date
Contractor Name		
CCB#	Business Tele. No.	
Site Contact Name	Site Contact Tele. No.	

TENANT IMPROVEMENT PERMIT CHECKLIST – TO BE COMPLETED BY PORT					
Required			Source	Permit/Document Type	Date Received
Pre-App	Pre-Work	Post-Work			
			City or County	Building Permit	
			City or County	Electrical Permit	
			City or County	Plumbing Permit	
			City or County	Erosion Control	
			Oregon DEQ	1200 C Stormwater Permit	
			Pacific Power	Easement or other NOS	
			Northwest Natural Gas	Easement or other NOS	
X			Applicant	\$75 Application Fee	
			Applicant	Plan View Project Drawings	
			Applicant	Elevation View Drawings	
			Applicant	Engineered Plans	
		X	Applicant	As-Built Drawings	
			Other	Other Project Specific Doc's	
			Other	Other Project Specific Doc's	
			Other	Other Project Specific Doc's	

PORT OF ASTORIA STAFF REVIEW REPORT WITH AUTHORIZATION TO PROCEED		
Department	Date	Initial
Operations		
Property		
Maintenance		

STAFF REVIEW COMMENTS (write legibly, include date and name)

AUTHORIZATION TO PROCEED: The Port of Astoria, having reviewed the requested improvement or repair project plans, grants authorization to proceed with any special requested provisions effective the date this document is signed. This authorization may be revoked in the event of breach of conditions specified herein including expansion of work to be performed outside the scope of submitted plans. This authorization does not commit the Port of Astoria to any financial burdens unless agreement between the Port of Astoria and the tenant exists in writing in the lease agreement file.

The Executive Director has exclusive authority to grant authorization to proceed.

Executive Director Signature	Date of Authorization
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TENANT IMPROVEMENT PERMIT		TIP#
Tenant Improvement Permit is issued when:		
"Authorization to Proceed" has been authorized by Port staff & Executive Director.		
All pre-application and pre-work documents are submitted, reviewed, and accepted.		
Anticipated Start Date	Anticipated Completion Date	
Final Walk-Through Due Date*		
<p>TENANT/LESSEE ACKNOWLEDGEMENT: I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any federal, state, or local laws regulating construction or the performance of the construction.</p>		
Signature of Tenant/Lessee		Date
Port of Astoria Authorization (Director of Operations or Executive Director)		Date

FINAL WALK-THROUGH AND PERMIT CLOSURE		
Walk-Through Date:	Post-Work Documents Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Completed By:		
Comments:		
Date Permit Closed:	Port of Astoria Signature:	
TIP documents submitted to GIS:	Date:	By: