



TENANT CONSTRUCTION PERMIT APPLICATION

Port Permit #:		Construction Deposit: \$
Port Lease #:	For Port Use Only	
Project Value: \$		Date Deposit Received:

Instructions: Submit the following electronically via email to tenantimprovements@portofportland.com:

1. This **Tenant Construction Permit Application**, completed and signed;
2. Construction Documents, Specifications, Structural Calculations, Equipment Cut Sheets, etc. as appropriate to project; Note: Construction Documents must be stamped and signed by an architect or engineer licensed in Oregon. Electronic signatures are permitted. At the sole discretion of the Port, drawings and documents signed and submitted by a licensed trade professional may be accepted.
3. Other documentation or materials as requested by the Port or required by the Lease.

Once all required documentation has been received, the typical Port review time is 15 business days.

Applicant/Lessee: _____

Address: _____

Primary Contact: _____

Email: _____ Phone: _____

Contractor: _____ CCB License #: _____

Address: _____

Primary Contact: _____

Email: _____ Phone: _____

Project Address: _____

Project Location: ☐ PDX Terminal ☐ Hillsboro Airport ☐ AirTrans Center

☐ PDX Airfield/Landside ☐ Troutdale Airport ☐ Other: _____

Project Type: ☐ New Construction ☐ Addition/Alteration ☐ Other: _____

Project Value: \$ _____

Proposed Start Date: _____ **Estimated Completion Date:** _____

TENANT CONSTRUCTION PERMIT APPLICATION

Scope of Work / Description (the "Work"): (attach additional pages as required)

Check all work or other conditions that apply to this project:

- ☐ Change to existing rooftop equipment or installation of new rooftop equipment (may require FAA 7460)
- ☐ Use of a crane or other construction equipment taller than 15' (may require FAA 7460)
- ☐ Work on the airfield (may require FAA 7460)
- ☐ Work which results in changes to the Airport Layout Plan (may require FAA 7460)
- ☐ Addition or modification of transmitting radio frequency antenna (may require FAA 7460)
- ☐ Ground disturbance, trenching, or excavation (submit erosion control & dewatering plans)
- ☐ Easement required (notify Port Property Manager)

Applicant/Lessee applies for a Tenant Construction Permit from the Port of Portland to perform the work as described and agrees to abide by all ***Terms and Conditions*** set forth in this application, and, in the event a permit (the "Permit") is issued, all Terms and Conditions as shall be set forth in the Permit. Applicant/Lessee's signature below affirms that Applicant/Lessee has read and agrees to the ***Terms and Conditions*** on the following pages.

Applicant/Lessee Authorized Representative¹: _____

Title: _____

Signature: _____ **Date:** _____

¹ The applicant is authorized by the Lessee to submit this application on Lessee's behalf.

PORT TENANT CONSTRUCTION PERMIT TERMS AND CONDITIONS

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS.

1. The purpose of the **Port Tenant Construction Permit** is:
 - a. To assist Tenants (Lessees) in the safe, smooth, and timely execution of their projects;
 - b. To assist Tenants in complying with their contractual obligations regarding construction on their leaseholds;
 - c. To ensure compatibility of Tenants' projects with existing facilities and systems, and other planned development as identified in master plans;
 - d. To ensure Tenants' projects comply with Port standards and specifications, to maintain the quality and integrity of Port facilities and systems;
 - e. To ensure Tenants' projects comply with airport or other facility operational requirements and regulations.
2. Applicant/Lessee must perform all Work in accordance with the plans and specifications as reviewed and approved by the Port, with the all conditions as set forth in the Permit, and with all conditions and requirements set forth in the Lease.
3. Applicant/Lessee acknowledges that the Port's issuance of a permit, review of plans, or observation of the work is not a representation by the Port regarding the structural soundness of the design or method of construction, nor of compliance with applicable codes or regulations. The Applicant/Lessee is solely responsible for ensuring that the design and construction of the Work is structurally sound and complies with all applicable codes and regulations, and with Port standards and specifications.
4. Applicant/Lessee acknowledges that: (a) Applicant/Lessee remains bound by the Lease, including without limitation the indemnity and environmental provisions; (b) applicable terms of the Lease apply to Applicant/Lessee's conduct under a permit issued by the Port; (c) a permit issued by the Port does not have the effect of amending the Lease. To the extent of any conflict between the terms of the Lease and the Terms of the Permit, the more onerous and restrictive provisions shall control.
5. Applicant/Lessee acknowledges that if a utility is to perform Work, Applicant/Lessee will promptly arrange for the utility to sign any necessary easement or amendment to an existing Port easement, either before the Work or once the easement area legal description and depiction have been prepared, to authorize the utility's construction and operation of its utilities on the Tenant's leasehold.
6. Applicant/Lessee must, at its sole costs and expenses, obtain all necessary federal, state, county, and city permits, and must comply with all applicable laws, codes, regulations, including without limitation all security badging rules, policies, and procedures. Copies of all permits required under this section or otherwise obtained by Applicant/Lessee in connection with the Work shall be provided to the Port prior to commencing the Work. Notwithstanding the forgoing, Applicant/Lessee shall provide the Port with any and all information required by the Port or the FAA in order for the Port to submit an FAA 7460, if the Port reasonably determines that the Work requires the submission of an FAA 7460. Applicant/Lessee waives all claims against the Port for damages or costs to the extent arising out of or related to delay associated with the filing of an FAA 7460 or the FAA's issuance of a determination on a submitted FAA 7460. Applicant/Lessee shall not commence the Work until the FAA has issued a determination and shall comply with any conditions or mitigation requirements set forth in any determination issued by the FAA in connection with the FAA 7460.
7. Unless otherwise agreed upon in writing by the Port, Applicant/Lessee must begin the Work within ninety (90) days after the Port issues the Permit and must complete the Work in a timely manner.
8. The Port requires the use of selected service providers for specific services. Please see **Port Selected Service Providers**.
9. Before commencing work under a permit issued by the Port, Applicant/Lessee must contact a Port Tenant Construction Coordinator to schedule a preconstruction meeting or to confirm that a pre-construction meeting is not required.
10. Contractors, including subcontractors and utility companies, engaged by Applicant/Lessee for Work under the Permit must be properly licensed, bonded, and insured as described in the **Tenant Construction Permit Insurance and Bond Requirements**. Proof of licensing, bonds and certificates of insurance must be provided to the Port prior to commencing the Work. The Port's failure to require the submission of any of licensing, bonds or certificates of insurance shall not be deemed a waiver of either the requirement to obtain and maintain all licenses, bonds, and insurance coverages required by this Permit or the Port's right to require the submission of proof of the foregoing at any time.
11. Applicant/Lessee is solely responsible for protecting the safety of its workers and of the public from harm that might arise from Applicant/Lessee's activities under a permit issued by the Port. Prior to the start of construction, Applicant/Lessee's General Contractor must complete and return to the Port **Form 5T - Tenant Contractor Safety Information**.
12. Applicant/Lessee must accomplish the Work without interfering with any construction, maintenance, operation, or other activity of or authorized by the Port. The Port may order suspension of any aspect of the Work that the Port deems necessary to avoid such interference, which the Port may determine in its sole discretion.
13. Applicant/Lessee must restore all areas affected by the improvements Tenant installs to their pre-construction condition.
14. Applicant/Lessee acknowledges that failure to comply with any of the conditions under a Permit issued by the Port, including without limitation items as prescribed by the **Tenant Construction Close-out Checklist**, constitutes a material breach of both the Permit and the Lease, and that the Port may draw on Applicant/Lessee's security deposit under the Lease or on the Construction Deposit to cure the breach if Applicant/Lessee fails to cure the breach after written notice of the breach and, to the extent granted under the terms of the Lease, an opportunity to cure. Nothing in a Permit shall be deemed or construed as granting or extending any applicable cure periods or obligations set forth in the Lease.
15. Within 90 calendar days after substantial completion of the Work under a Permit issued by the Port, the Applicant/Lessee must give the Port as-constructed documentation in the proper format and medium, as prescribed by the **Tenant As-Constructed Documentation Requirements**.
16. Unless waived in writing by a Port Tenant Construction Coordinator, Applicant/Lessee must submit a Construction Deposit calculated in accordance with the **Tenant Construction Deposit Schedule**. The Port may use the Construction Deposit to complete punch-list items, repair any damage to Port property caused by Applicant/Lessee or its contractors, employees, or agents, and for the preparation of as-constructed documentation if the Applicant/Lessee fails to provide them within 90 calendar days. When all punch-list items have been completed, all areas affected by the improvements installed by Tenant restored to their pre-construction condition, and all as-constructed documentation is in the Port's possession in the proper format and medium, the Port will refund Tenant any remaining balance of the Construction Deposit.

TENANT CONSTRUCTION PERMIT INSURANCE AND BOND REQUIREMENTS

Applicant/Lessee shall cause Applicant/Lessee's General Contractor to carry and maintain, throughout the term of this Permit, coverages in an amount not less than the greater of: (a) those stated below; or (b) those set forth in the Lease. In connection with all activities authorized under the terms of this Permit, Applicant/Lessee shall comply with all terms and conditions set forth in the Permit and the Lease. To the extent of any conflict between the terms of this Permit and the Lease, the more onerous and broader provisions shall control.

1. COMMERCIAL GENERAL LIABILITY INSURANCE

- | | |
|---|----------------------------|
| A. Combined Single Limit Per Occurrence | \$1,000,000 per occurrence |
| If Airside | \$5,000,000 per occurrence |
| B. Personal Injury | \$1,000,000 per occurrence |
| C. Products/Completed Operations | \$1,000,000 per occurrence |
| D. General Aggregate | \$5,000,000 |

2. AUTOMOBILE LIABILITY INSURANCE – Covering Owned, Hired and Non-Owned

- | | |
|--------------------------|----------------------------|
| A. Combined Single Limit | \$1,000,000 per occurrence |
| If Airside | \$5,000,000 per occurrence |

3. WORKERS' COMPENSATION INSURANCE

- | | |
|-----------------------------------|-------------------------------------|
| A. Workers' Compensation | Statutory |
| B. Employer's Liability Insurance | \$1,000,000 each accident |
| | \$1,000,000 disease – policy limit |
| | \$1,000,000 disease – each employee |

4. PROFESSIONAL LIABILITY INSURANCE

- | | |
|---|----------------------------|
| A. Professional Liability Insurance (if required by the Port in the Permit) | |
| | \$1,000,000 per occurrence |

5. BUILDER'S RISK INSURANCE – Equal to 100% value

6. POLLUTION LIABILITY

- | | |
|---|-------------------------------------|
| A. Pollution Legal Liability and Contractor Pollution Liability Insurance (if required by the Port in the Permit) | |
| | \$2,000,000 per occurrence or claim |

ADDITIONAL TERMS/ENDORSEMENTS:

- Port shall be named as an Additional Insured.
- Applicant/Lessee's coverage shall be primary without contribution.
- 30 days written notice of cancellation or material change.
- Waiver of subrogation in favor of Port.

PLEASE SEE THE FOLLOWING PAGE FOR SPECIFIC INSURANCE AND INDEMNITY PROVISIONS

TENANT CONSTRUCTION PERMIT INSURANCE AND BOND REQUIREMENTS

INSURANCE AND INDEMNITY PROVISIONS

- 1) Contractors engaged by Applicant/Lessee for work under the Permit must be properly licensed and shall maintain commercial insurance in the types and amounts specified below and consistent with the Lease Agreement. All insurance required by the Port shall meet the following minimum requirements. The Port, its commissioners, directors, officers, agents, and employees shall be named as additional insured in each general liability policy for any occurrence, accident or claim arising out of the Work. Insurance must include coverage for the acts and omissions of the contractor, subcontractors and anyone directly or indirectly employed by same and any utility companies. Coverage shall be primary, without contribution. Waiver of subrogation shall be in favor of the Port and Applicant/Lessee. The Port shall be provided with 30 days written notice of cancellation or material change in coverage. Coverage shall be continuous, without interruption, through the completion of the Work.
 - a) Contractors shall maintain commercial general liability insurance in amounts no less than ONE MILLION DOLLARS AND NO CENTS (\$1,000,000) combined single limit per occurrence for non-airside construction, and FIVE MILLION DOLLARS AND NO CENTS (\$5,000,000) for airside construction, and shall afford coverage for all premises, operations, completed operations of contractor, property damage, bodily injury, and personal and advertising injury.
 - b) In the event that automobiles are used in connection with construction, Contractors shall maintain an occurrence form automobile liability insuring against liability for damage because of bodily injury, death, or damage to property, including loss thereof, for owned, hired, and non-owned vehicles. Coverage shall be in an amount of not less than ONE MILLION DOLLARS AND NO CENTS (\$1,000,000.00) for non-airside operation, and FIVE MILLION DOLLARS AND NO CENTS (\$5,000,000.00) for airside operation.
 - c) Contractors shall maintain Workers' Compensation insurance and in force for all Contractor's employees in accordance with all requirements of Oregon law. Contractor shall also maintain employer's liability coverage in an amount of not less than ONE MILLION DOLLARS AND NO CENTS (\$1,000,000.00) per accident, and ONE MILLION DOLLARS AND NO CENTS (\$1,000,000.00) per employee for disease. Applicant/Lessee and/or Contractors shall require each subcontractor to similarly provide statutory Workers' Compensation and Employer's Liability Insurance.
 - d) If required by the Port in the Permit, Contractors shall maintain Professional Liability insurance in amounts no less than ONE MILLION DOLLARS AND NO CENTS (\$1,000,000.00) per occurrence or claim, and TWO MILLION DOLLARS AND NO CENTS (\$2,000,000.00) policy aggregate.
 - e) During any construction activity, Applicant/Lessee shall obtain or maintain, or cause the Applicant/Lessee's Contractors to obtain and maintain, for the benefit of the Port and Applicant/Lessee, as their interest may appear, "all risk" builder's risk insurance equal to one hundred (100%) percent of the value of the project. Coverage shall include: form work in place, (2) form lumber and form components on site, (3) equipment, (4) supplies related to the Work at the site, and (5) temporary structures. The Port shall be named as additional insured and loss payee. In the event the Applicant/Lessee or Contractor fails to maintain such insurance, the Port may, at the Port's sole option, arrange for such insurance, and any administrative costs and premium incurred shall be reimbursed by the Applicant/Lessee to the Port upon demand.
 - f) If required by the Port in the Permit, Lessee shall maintain pollution legal liability insurance and its Contractors shall maintain Contractor Pollution Liability insurance for claims arising out of environmental liability for gradual, sudden and accidental hazardous substance releases on land and water and first party cleanup of the Property or other Port property associated with Applicant/Lessee's and Contractors' Work in an amount not less than TWO MILLION DOLLARS AND NO CENTS (\$2,000,000.00) per occurrence or claim
- 2) To the fullest extent permitted by law, Applicant/Lessee shall cause Applicant/Lessee's Contractors to defend, indemnify, reimburse, and hold harmless the Port and each of the Port's commissioners, employees, contractors, and agents ("Indemnified Parties") for, from and against any and all actual or alleged claims, damages, losses, expenses, costs, fees, fines, and /or penalties which may be imposed upon, claimed against or incurred by any of the Indemnified Parties, to the extent such damages are caused by any of the following: (a) any act, omission or negligence of the Applicant/Lessee or its Contractor, or the Applicant/Lessee's or Contractor's partners, officers, directors, agents, employees, invitees, utility companies, subcontractors, or suppliers (collectively "Lessee's Representatives"); (b) any use, occupation, management or control of Port property by the Applicant/Lessee or Contractor or Lessee's Representatives, whether or not due to the Applicant/Lessee's or Contractor's own act or omission and whether or not occurring on Port property; (c) any condition created on Port property by the Applicant/Lessee or Contractor or Lessee's Representatives and any accident, injury, or damage, arising from the condition; (d) any breach, violation or nonperformance of any of the Applicant/Lessee's or Contractor's obligations under this Permit; (e) any damage caused by the Applicant/Lessee or Contractor or Lessee's Representatives on or to Port property. Nothing in the foregoing shall be construed in a manner that renders the Applicant/Lessee's or Applicant/Lessee's Contractor's indemnity obligations unenforceable under ORS 30.140.

PLEASE SEE THE FOLLOWING PAGE FOR SPECIFIC BOND REQUIREMENTS

TENANT CONSTRUCTION PERMIT INSURANCE AND BOND REQUIREMENTS

PAYMENT AND PERFORMANCE BONDS

- 1) Prior to the commencement of any work on or to the Port's facilities, or which, in the aggregate, exceeds FIFTY THOUSAND DOLLARS AND NO CENTS (\$50,000.00), Applicant/Lessee shall furnish to the Port, at Applicant's/Lessee's sole cost, a performance bond and a payment bond issued by a surety company licensed to do business in the State of Oregon. The proposed form of the bond shall be submitted together with this application and must be approved by the Port and in a form approved by the Port prior to commencing work.
- 2) The penal amount of each bond shall not be less than one hundred percent (100%) of the total contract cost of the contract or contracts for the work to be performed under the Permit. The payment bond required as a condition of issuing a Permit shall guarantee the prompt payment to all persons supplying labor, materials, provisions, supplies, and equipment used directly or indirectly by any Applicant/Lessee, Applicant's/Lessee's contractor, subcontractor(s), and suppliers doing construction, alteration, or repair work pursuant to any Permit. The performance bond shall guarantee the full performance of any construction, alteration, or repair work and shall protect the Port from any liability, losses, or damages arising from any construction, alteration, or repair work.
- 3) The Port may, in its sole discretion, waive the bond requirement. Any waiver of the bond requirement, in order to be effective, must be set forth in writing, signed by an authorized representative of the Port.



TENANT CONTRACTOR SAFETY INFORMATION Form 5T

Date: _____

Port Permit #: _____

The information in this form shall be kept up-to-date, monthly at a minimum.

In addition, the information shall be used as part of project safety briefings and posted at the job site.

Attach any company safety programs, policies, or procedures that will apply to your work at the Port.

Project Name: _____

Prime Contractor: _____

Contractor's Project Manager: _____ Phone: _____

Contractor's Primary Onsite Safety Manager: _____ Phone: _____

Worksheet Prepared by: _____ Phone: _____

Known Subcontractors:

Known Utility Companies: _____

Scope of Work Summary – Include Location(s):

Potential Work Hazards/Concerns Identified (check ALL that apply).

Each hazard checked shall be addressed in the Job Hazard Analyses (JHAs).

- | | | |
|---|---|---|
| <input type="checkbox"/> Fall Exposure (over 6') | <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Scaffolding |
| <input type="checkbox"/> Excavation | <input type="checkbox"/> Sealers/Adhesives | <input type="checkbox"/> Ladders |
| <input type="checkbox"/> Confined Space Entry | <input type="checkbox"/> Crane/Rigging | <input type="checkbox"/> Aerial Lift |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Demolition | <input type="checkbox"/> Airborne Contaminants/Dust |
| <input type="checkbox"/> Hazardous Energy/Lockout-Tagout | <input type="checkbox"/> Protection of the Public | <input type="checkbox"/> High Noise >80 dB |
| <input type="checkbox"/> Asbestos/Lead | <input type="checkbox"/> Hot Work/Fire Hazard | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Stainless Steel Welding | <input type="checkbox"/> Compressed Gas | <input type="checkbox"/> Silica |
| <input type="checkbox"/> Powder-actuated tools (Hilti Guns) | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

TENANT CONTRACTOR SAFETY INFORMATION Form 5T, continued

Responsible Persons: List onsite Competent Person(s) responsible for monitoring work performed on this project.

Note: a "Competent Person" by OSHA definition has the ability to identify hazards and has responsibility and authority to take immediate corrective actions. This includes known subcontractors.

Name:	Competent Area(s):	Training (i.e., OSHA 30, etc.):

A. Personal Protective Equipment (PPE) required for workers at the job site:

- | | | |
|--|---|---|
| <input type="checkbox"/> Hardhat | <input type="checkbox"/> High Visibility Clothing | <input type="checkbox"/> Safety Glasses |
| <input type="checkbox"/> Safety Boots | <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Respiratory Protection | <input type="checkbox"/> Welding PPE | <input type="checkbox"/> Fall Arrest Gear |
| <input type="checkbox"/> Personal Flotation Device | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

B. Mandatory PPE required for visitors to the job site:

- | | | |
|--|---|---|
| <input type="checkbox"/> Hardhat | <input type="checkbox"/> High Visibility Clothing | <input type="checkbox"/> Safety Glasses |
| <input type="checkbox"/> Safety Boots | <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Personal Flotation Device | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

First Aid/CPR/AED: Contractor or subcontractor person(s) trained and current in first aid/CPR/AED.
Mandatory for electrical work per NFPA 70E.

Name:	Date Trained:

First Aid/CPR/AED: List all known or anticipated products that will be onsite that require a Safety Data Sheet (SDS).

Product Name:	For each Product – Check to Indicate Product is Flammable or Contains VOCs			
	Flammable		Contains VOCs	
	Flammable		Contains VOCs	
	Flammable		Contains VOCs	
	Flammable		Contains VOCs	
	Flammable		Contains VOCs	

***** PORT USE ONLY *****

Tenant Improvements Contact: _____ Phone: _____

Lead Inspector: _____ Phone: _____

Lead Inspector: _____ Phone: _____

TENANT CONSTRUCTION DEPOSIT SCHEDULE

The Construction Deposit is fully refundable, contingent upon the Tenant meeting all Lease and Permit close-out requirements within the prescribed 90 calendar days, or as otherwise specified in writing by the Port.

The amount of the Construction Deposit shall be at the sole discretion of the Port's Tenant Construction Coordinator and may be adjusted accordingly based on the complexity and scope of the project

PROJECT VALUE	CONSTRUCTION DEPOSIT
\$0 – 50,000	\$2,500
\$50,001 – 100,000	\$5,000
\$100,001 – 200,000	\$10,000
\$200,001 – 300,000	\$15,000
\$300,001 – 400,000	\$20,000
\$400,001 – 500,000	\$25,000
\$500,001 – 600,000	\$30,000
\$600,001 – 700,000	\$35,000
\$700,001 – 800,000	\$40,000
\$800,001 – 900,000	\$45,000
\$900,001 – 1,000,000	\$50,000
\$1,000,001 - 2,000,000	\$55,000
\$2,000,001 – 3,000,000	\$60,000
\$3,000,001 – 4,000,000	\$65,000
\$4,000,001 – 5,000,000	\$70,000
\$5,000,001 – 6,000,000	\$75,000
\$6,000,001 – 7,000,000	\$80,000
\$7,000,001 – 8,000,000	\$85,000
\$8,000,001 – 9,000,000	\$90,000
\$9,000,001 and above	\$95,000

PORT SELECTED SERVICE PROVIDERS

THE TENANT SHALL ENGAGE THE FOLLOWING PROVIDERS when the project includes the relevant scope of work or is anticipated to impact the corresponding Port infrastructure or utility systems:

HVAC BALANCING: NW Engineering Services (NWESI), Bruce Gilpin, 503-784-8095, bruceg@nvesi.com

- review project submittals, installations, and work in the field, as required
- perform testing and balancing, and provide report

BUILDING AUTOMATION SYSTEM (BAS) AND TENANT METERING SYSTEM (TMS): Johnson Controls (JCI)
Will Shinn, 503-314-6263, William.Shinn@jci.com

- review construction drawings and specifications at 60% and at 100%
- provide installations and work in the field, as required
- provide shop drawings (prior to start of construction, no later than receipt of City and Port permits)
- provide and install meters
- provide as-constructed drawings and update maintainable CAD files

FIRE DETECTION & ALARM SYSTEM (FAS): Performance Systems Integration (PSI)

Scott LeClair, 503-403-8910, Scott.LeClair@psintegrated.com

- review construction drawings and specifications at 60% and at 100%
- provide shop drawings, calculations, and submittals at 100%, submit fire alarm permit to the City
- review installations and work in the field, as required
- complete programming and testing of system
- provide as-constructed drawings and update maintainable CAD files (within 3 weeks of TCO)

ROOF PENETRATIONS: Professional Roof Consultants (PRC)

Thomas Bertrand, 971-312-7807, Thomas.Bertrand@professionalroofconsultants.com

- review construction drawings and specifications at 60% and at 100%
- review project submittals, installations, and work in the field, as required

TENANT CONSTRUCTION CLOSE-OUT CHECKLIST

PDX CONCESSIONS

1. Complete all Punch List Items
2. Return Security Access Items
 - Security Badges
 - Security Keys
 - Barricade / Storeroom Keys
3. Submit Lease Requirements
 - Certified Statement of Total Construction Costs, itemized and separated into:
 - Leasehold Improvements
 - Trade Fixtures
 - Copies of paid invoices from General Contractor
 - Lien Releases from General Contractor and sub-contractors
4. Submit As-Constructed Documentation
 - Please see **TENANT AS-CONSTRUCTED DOCUMENTATION REQUIREMENTS.**

ALL OTHER TENANT PROJECTS

1. Complete all Punch List Items
2. Submit Lease or Other Contractual Requirements as determined by the Port
3. Submit As-Constructed Documentation
 - Please see **TENANT AS-CONSTRUCTED DOCUMENTATION REQUIREMENTS.**

TENANT AS-CONSTRUCTED DOCUMENTATION REQUIREMENTS

PLEASE NOTE: **ALL PDFs TO HAVE 600 DPI MINIMUM RESOLUTION, DO NOT “OPTIMIZE”.**

1. Complete set of CAD files, updated to reflect FINAL AS-BUILT CONDITIONS
 - Must include MEP, and other trades/consultants as well as Architectural
 - Include all xrefs, except licensure stamps
2. Update CAD files for the Building Automation System, Tenant Metering System, and Fire Detection & Alarm System. See PORT SELECTED SERVICE PROVIDERS.
 - These CAD files are held and maintained by the Selected Service Provider and do not need to be submitted to the Port. However, verification from the Selected Service Provider that the maintainable CAD files have been updated is required.
3. The RECORD SET – a PDF printed from the updated CAD files (per #1 above)
 - Fire Detection & Alarm System drawings must be received within 3 weeks of TCO.
4. The AS-BUILT SET - scanned color PDF of the set used on-site, with Contractor’s field redlines
5. One PDF copy of Construction Specifications
6. One PDF copy of O & M Manuals
 - Must include manufacturer’s data on specific make & model of all equipment installed
7. One PDF copy of Final / Revised Structural Calculations
8. One PDF copy of HVAC Balance Report
9. One PDF copy of all final City of Portland Permits and/or other Jurisdictional Permits / Documentation, Geotechnical Reports, Traffic Analysis, any utility easement area legal description and depiction, and any similar documents identified by the Port.

Please submit as electronic files via email to tenantimprovements@portofportland.com.

Notify TI Team if an alternate transfer method (dropbox, etc.) will be used.

CONTACTS AND RESOURCES

CONTACTS

Team Mailbox: TenantImprovements@portofportland.com (best email address to reach us quickly)

Karen Drake, Sr. Planner, Tenant Improvements, 503.415.6233, Karen.Drake@portofportland.com

Lindley Bynum, Sr. Planner Tenant Improvements, 503.706.1352, Lindley.Bynum@portofportland.com

Randy Thompson, Tenant Construction Coordinator, 503.415.6176, Randy.Thompson@portofportland.com

RESOURCES

Port Tenant Improvement Process: <https://www.portofportland.com/Business/TenantImprovementProcess>

PDX Security Badging: <https://www.portofportland.com/PDX/SecurityBadging>

Port Master Specifications & Standard Details: <https://www.portofportland.com/Business/MasterSpecs>

Port International Airport Rules: https://popcdn.azureedge.net/pdfs/PDX_Rules.pdf

Port Recommended Sustainability Performance Standards:

https://popcdn.azureedge.net/pdfs/PDX_Tenant_Imprvmnt_Rcmnd_Sstnblty_Stndrds.pdf

City of Portland Facility Permit Program: <http://www.portlandoregon.gov/bds/37047>

City of Hillsboro Building Department: <https://www.hillsboro-oregon.gov/our-city/departments/building>

City of Troutdale Building Department: <http://www.ci.troutdale.or.us/building/>

Multnomah County Health Department: <https://multco.us/health>

Architectural Graphic Standards, Ramsey / Sleeper, available online or at library

Time-Saver Standards for Interior Design and Space Planning, McGraw-Hill, available online or at library