



# ROOF ACCESS PERMIT

## CLARK COUNTY DEPARTMENT OF AVIATION

PERMIT NUMBER: *Office Use Only*

GENERAL INFORMATION				
Requester		Project Name/Number (if applicable)		Date
Contact Person	Company	Cell Number	E-Mail	
Location of Roof (C-Gates, D-Gates SW Wing, etc.)				
Reason for Roof Access Request and Description of Work and/or Equipment to be Worked On				
ROOF MEMBRANE AFFECTED?		(Y) <input type="checkbox"/>	(N) <input type="checkbox"/>	IF YES, SPECIFY ROOF CONTRACTOR:
DURATION OF WORK		PERMIT VOID AT END OF SHIFT OR JOB		
Start Date	Start Time	Finish Date	Finish Time	
APPROVAL FOR ACCESS				
PRE-ACTIVITY INSPECTION NOTES:				
Signature of person requesting permit		Date	Facilities Supervisor	Date
COMPLETION OF JOB (Document any post-job roof inspection issues):				
Signature of person requesting permit		Date	Facilities Supervisor	Date

**FOR CONSTRUCTION PROJECTS**, ALL ROOF ACCESS PERMIT REQUESTS MUST BE SUBMITTED TO THE DEPARTMENT OF AVIATION CONSTRUCTION DIVISION VIA PROCORE NO LESS THAN (7) BUSINESS DAYS PRIOR TO THE DATE ACCESS IS NEEDED.

**FOR FACILITIES AND NON-EMERGENCY**, ROOF ACCESS PERMIT REQUESTS MUST BE SUBMITTED TO THE DEPARTMENT OF AVIATION FACILITIES DIVISION AT [FACILITIES@LASAIRPORT.COM](mailto:FACILITIES@LASAIRPORT.COM) NO LESS THAN (7) BUSINESS DAYS PRIOR TO THE DATE ACCESS IS NEEDED. NORMAL BUSINESS HOURS ARE FROM 7:00 AM – 4:00 PM, MONDAY – FRIDAY.

THIS PERMIT MAY BE CANCELLED AT ANY TIME, WITHOUT PRIOR NOTICE, BY THE DEPARTMENT OF AVIATION AT ITS SOLE DISCRETION.

REVISED: 01/13/2026

## **DEPARTMENT OF AVIATION ROOF ACCESS RULES**

1. Requestor must have obtained an approved Roof Access Permit.
2. The Contractor shall notify the Airport Control Center prior to entering roof areas.
3. Only activities directly related to the approved Permit may be conducted on roof.
4. Permit holder must adhere to all Department of Aviation badging restrictions, Airport Security Program regulations, and escort procedures. The Airport Control Center (702-261-5125) and Building Maintenance representative must be notified immediately by the badged tenant or Contractor representative of any deviations from the approved Roof Access Permit and must also immediately report any unauthorized individuals discovered on the roof.
5. No smoking on roofs.
6. If any "Hot Work" is to be performed, a copy of the current Hot Work Permit must accompany this Permit upon submission.
7. Remain on roof walk pads when and where possible.
8. Personal fall protection may be required.
9. Throwing anything from the roof is prohibited.
10. Lifting or lowering objects from the edge of the roof or from level to level on a roof is prohibited unless:
  - a. The work is performed by trained personnel using the proper lifting equipment.
  - b. Fall protection measures are in place.
  - c. Ground safety measures are in place.
  - d. All applicable OSHA rules are being followed at all times.
11. Sharp or pointed objects may not be placed directly on roof membrane. All equipment must be placed on pads or curbs and in such a way that damage to the roof membrane or roof components will not occur.
12. Loose objects that can blow off the roof may not be left unattended.
13. Tampering with any existing roof equipment is strictly prohibited. Penetrations through a roof membrane or roof component must be approved in advance through a Facilities Building Maintenance Supervisor.
14. Any roof membrane damage, regardless of severity, MUST be reported to Facilities Building Maintenance immediately.
15. Airport Control Center (702-261-5125) must be notified before exiting roof. Roof must be inspected by Facilities Building Maintenance before leaving the roof area.

**I, (print name of contact person listed on Permit) \_\_\_\_\_,**  
**am responsible for the work, have read and agree to adhere to the above stated rules governing roof access at Harry Reid International Airport. I certify that any roof or equipment damage discovered as a result of work performed by the permit holder or their designee must be repaired at the permit holder's sole expense by an approved contractor. I understand that failure to follow these rules may result in the forfeiture of my privilege to future roof access at Harry Reid International Airport. I also understand that approval for roof access may be granted only by the Facilities Building Maintenance.**

**SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_**