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1.0 Introduction

This Design & Construction Standards Manual describes the processes and compliance requirements for staff, contractors, engineers, architects, planners, developers, airlines, tenants, or a tenant's contractor (Project Team) proposing a project at the Cincinnati/Northern Kentucky International Airport (CVG or Airport). This manual contains the currently established requirements and processes required to initiate the planning, approval, and execution of projects on airport property.

The Kenton County Airport Board dba CVG Airport Authority (CVGAA) is the legal owner-operator and sponsor of CVG, responsible for assuring and certifying compliance with the terms, conditions, and assurances of all Federal grant agreements, applicable Federal laws, regulations, executive orders, policies, guidelines, and airport planning processes. CVGAA, manages all activities and development within the 7,500+/-acre Airport footprint. All entities wanting to construct new, expand or modify existing facilities are required to have their Project Team coordinate with CVGAA as early as possible in planning a proposed project.

1.1 Use of This Manual

This manual is a resource document intended for use by CVGAA staff, Airport Tenants, Airport user groups, and Project Teams, Design and Development Teams. The information contained in this manual applies to, but is not limited to, the design, construction and occupancy/use of new buildings, the alteration, reconstruction, demolition, removal, relocation and occupancy of existing buildings, the construction, alteration, removal and use of any other spaces, areas, structures, and systems of the Airport, and Airport safety and security requirements.

CVGAA reserves the right to adopt new construction standards or processes and change the requirements in this manual at any time, as well as reserves the right to waive requirements included herein on a case-by-case basis. No acceptance of a plan by CVGAA will be deemed to encompass any variance from the manual unless the variance has been so identified in the submitted plans and approved in writing by CVGAA. CVGAA's approval or acceptance of any plans and specifications refers only to the conformity of such plans and specifications to the general architectural and aesthetic appearance for the facility and its conformity with the established Airport criteria. All applicable codes, standards, and regulations must be followed. If there is a discrepancy in the applicable codes, standards, and regulations, the Project Team should take the more stringent interpretation. It is the responsibility of the Project Team to comply with all applicable codes, standards, and regulations of CVGAA.

1.2 Initiate Coordination with CVGAA

CVGAA is responsible for the comprehensive oversight of all airport operations and functions including the management and administration of all proposed projects within the airport footprint. To initiate a project, the Project Team is required to complete a [Project Concept Request Form](#) describing the preliminary project concept plan. CVGAA's Planning & Development (P&D) department will conduct an initial review of the planned project to ensure all design and construction elements are consistent with the airport's overall design objectives, applicable codes, ordinances, rules, and regulations. A P&D representative will be assigned as the point person (P&D Project Manager) to the Project Team and be the principal liaison for CVGAA.

In addition to P&D, other CVGAA departments may be involved in the review of a proposed project and Project Team activities. These departments may include Airside Operations, Maintenance and Asset Management, Airport Operations Center, Aircraft Rescue and Fire Fighting (ARFF), Airport Police, Safety, Commercial Management, Business Administration, and Executive Management.

1.3 Role of P&D Project Manager

- Responsible for contract and project oversight throughout the planning, design, construction, implementation, and closeout processes.

- Review preliminary project concept plans for appropriateness (e.g.: compliance with the CVG Master Plan, lease requirements, and other applicable Airport requirements); does not conflict with other existing or future projects or operations; and meets the aesthetic goals of the Airport.
- Review project documents for technical conformity (compliance with standards, rules, or laws).
- Determine if a refined project concept presentation to CVGAA is necessary.
- Disseminate project concept documents to applicable CVGAA staff for review and comment.
- Provide written notification to the Project Team of the review status and/or questions and comments about the preliminary project concept plan.
- Assign a project number CVGAA use and Project Team communication.
- Engage other outside consultants for independent design review, construction management and inspection, safety audits, code audits, and any other project support activities, as needed.
- Call upon the expertise of ARFF department personnel and other responding firefighting services to review and concur with all fire protection equipment and systems installed in all classes of construction prior to use and occupancy. [Security and Access Control Procedures](#)
- Confirm the FAA has provided final approval of any construction that may affect the aircraft operating surfaces and navigation equipment.
- Confirm the Transportation Security Administration (TSA) has provided final approval of any construction that may affect the security of the airport. [Security and Access Control Procedures](#)
- Coordinates all construction-related activities to comply with airport operations the operational regulations and requirements governing the terminals, including the issuance of a project Operational Plan.
- Issue the Notice to Proceed upon confirmation that project documents and tasks comply with the standards in this manual.
- Conduct a Project Team Kick-Off Meeting. The P&D Project Manager will organize and facilitate this meeting after the Notice to Proceed is issued. Work on subsequent phases of the proposed project may then be initiated.
- Review completed work for compliance with Contract Documents.

1.4 Role of CVGAA Departments

- P&D will coordinate construction activities for compliance with the processes, procedures, and requirements related to airport design requirements and standards.
- Airport Operations and P&D will ensure that all construction-related activities comply with the operational regulations governing airside operations.
- P&D and Environmental Team will monitor all materials, processes, and procedures involving the potential for environmental impacts of construction and assuring adherence to all governing regulations and applicable permits.
- Maintenance and Asset Management and P&D will make provisions to support and integrate the requirements of airport construction activities and coordinate the scheduling of Airport systems isolation and shutdown with the Project Team requests.
- Airport Police Department and Airport Security Coordinator will manage access control, security regulation governance and compliance, and the administration of both permanent and temporary Restricted Area Passes. The Project Team will review and comply with the Airport Rules and Add Regulations Section 01.04 (27-43). [Security and Access Control Procedures](#)
- Commercial Management plans, directs and coordinates the property management program including ongoing leasing, construction, inspection and maintenance activities for the Airport Property Management and Business Development portfolio; acts a property management liaison to officials, airlines, concessions and private tenants, other project managers and contacts for ongoing construction, renovation and facilities maintenance projects; directs the periodic surveying and documentation of inventory of all available space for rent including data on condition, square footage and cost of rental; works with airport engineers to develop plot plans of lease areas; evaluates space planning and usage.

2.0 New and Existing Buildings

All new and existing buildings, inclusive of alteration, reconstruction, demolition, removal, relocation, and occupancy of all existing buildings will comply with all design, construction and occupancy requirements in this manual, International

Mechanical, Electrical and Plumbing Codes, Kentucky Building Codes, Boone County Building Department, and other entities determined to have jurisdiction.

It is not intended for applicable codes to be retroactively applied to existing buildings or portions thereof where no alterations are being made. Exceptions to this requirement may arise when a design solution will require a necessary level of safety for the alteration of a building and include such requirements considered favorable to CVGAA.

2.1 Change of Use and Occupancy

- Existing buildings and building spaces must have the following information surveys completed by the Project Sponsor prior to a preliminary project concept plan ([Project Concept Request Form](#)) approval being issued to authorize the change of use and occupancy:
 1. A compliance review of the requirements pertaining to the new use in accordance with the Boone County Building Department.
 2. A physical condition review that identifies defects and deficiencies to be corrected to support the new use.
- CVGAA's Commercial Management and Business Administration departments must be notified whenever a building space is allocated or has been vacated.

2.2 Other Facilities

The following facilities, along with the applicable specific standard(s) and requirements, are discussed in this manual:

- Roadways and parking lots used by vehicles
- Bridges and towers
- Runways, taxiways, and apron areas used for aircraft maneuvering
- Sub-grade storage tanks and structures
- Stormwater control and storage pond grade work
- Above grade and sub-grade utility infrastructure
- Airfield navigation and lighting systems
- Fences, barricades, sound attenuation walls, jet blast barriers
- Other miscellaneous structures

3.0 Interpretation and Clarification of Processes and Compliance Requirements

Direct all requests for clarification of specific information in this manual to the P&D Project Manager. A formal written response will be provided.

3.1 Exceptions

Any exceptions or deviations from the information in this manual are at the discretion of CVGAA. Any exceptions or deviations, if approved, will be provided in writing.

4.0 Project/Program Management Software System

The Project/Program Management Software System (PPMSS) is used by P&D to manage all airport projects. This includes document reviews and approvals by the P&D Project Manager and CVGAA staff.

Access to the web based PPMSS is provided at no cost to the Project Team. User IDs and passwords will be issued by the P&D Project Manager to the essential Project Team members.

5.0 Airport Projects

CVGAA is the Sponsor for airport projects, which are defined as improvements related to enhancing airport safety, capacity, security, and environmental concerns. In general, CVGAA may be eligible to apply for Airport Improvement Program (AIP) airport grant program funds for most airfield capital improvements or rehabilitation projects and in some specific situations, for terminals, hangars, and nonaviation development. Certain professional services that are necessary

for eligible projects (such as planning, surveying, and design) can also be eligible for AIP funding. The Federal Aviation Administration (FAA) must be able to determine that the projects are justified based on civil aeronautical demand. These projects must also meet federal environmental and procurement requirements.

5.1 P&D Project Manager – Airport Projects

- The P&D Project Manager is the principal liaison between CVGAA and the Project Team and responsible for coordinating all project phases: initiation, planning, execution, monitoring and control, and closure.
- The P&D Project Manager is responsible for monitoring the overall project schedule for all stages and activities of the work performed and for providing applicable information to the Project Team concerning all airport operations rules, regulations, and requirements.

6.0 Non-Airport Projects

CVGAA is not the Sponsor for non-airport projects, which are defined as activities or businesses in connection with or related to the development of a site or the operation of CVG to generate revenues not under the direct management of CVGAA and not eligible for AIP funding. These may include, but not be limited to, commercial ventures such as hotels, restaurants, conference or meeting facilities, business centers, banks and exchanges, and shopping/service concessions.

6.1 P&D Project Manager – Non-Airport Projects

- The P&D Project Manager acts in an advisory role to the Project Team and is the principal liaison to CVGAA.
- The P&D Project Manager will provide applicable information to the Project Team concerning all airport operations rules, regulations, and requirements.

7.0 Responsibilities

7.1 Stakeholders

Stakeholders are defined as those parties/individuals involved or impacted by any planned activity of a Project Team engaged by CVGAA for Airport projects or tenants for non-airport projects. The Project Team will:

- Attend the project pre-construction meeting to present and respond to questions/comments about the project schedule.
- Communicate all issues or concerns about project activities with the P&D Project Manager so that remedies and mutual agreements can be reached with the Project Team.

7.2 Project Team

Project Team members identified as “Registered Professionals” and other “Professional Consultants” engaged for the purpose of providing professional services will:

- Review, understand, and conform with all requirements in this manual and all other applicable codes and standards.
- In the course of performing their duties reasonable care, competence, knowledge, skill, and judgment will be used.
- Provide professional review of the construction activities in accordance with the performance standards of their respective governing professional association(s) as may apply, and as required under their Contract with CVGAA, contracts, or agreements with tenants.

7.3 Contractor

Project Team members identified as “contractors” identified engaged for the purpose of providing construction, maintenance or other work will:

- Ensure that all construction, maintenance, and other project-related work is performed in conformance with this manual and all other applicable codes and standards, and their contract documents.
- Ensure that all employees, subcontractors, and suppliers will conform with all CVGAA requirements.
- Attend the project pre-construction meeting.
- Provide the P&D Project Manager with the project schedule of planned work activities and updates to the schedule on a weekly basis thereafter until all phases of the work are complete.

- Attend the Project Team/Stakeholder meetings as may be required and submit any documentation requested by the P&D Project Manager describing the work related to all activities scheduled to occur in the next week.
- Ensure the Project Information Sheet and Notice to Proceed are posted at the jobsite.
- Identify the location(s) of the work area and dependent areas, the work description, and the provisions required by CVGAA to complete the work.
- Coordinate with the P&D Project Manager to determine applicable requirements for:
 1. Permission to rooms/on-airport areas
 2. Airport systems shut-downs, isolations, lockouts and/or tie-ins
 3. Security escorts
 4. Material logistics
 5. Scheduling construction activity so that it is acceptable to airport operations
- Arrive as scheduled at the jobsite with all the necessary resources and equipment to perform the work.
- Ensure the health and safety of their workers, airport personnel, and the general public in the performance of all work activities.

8.0 Qualifications of Project Team

8.1 Qualifications

Every member of the Project Team providing professional services will be required to have the qualifications as required by CVGAA and the Commonwealth of Kentucky. If requested by the P&D Project Manager, professional qualifications and/or certifications will be supplied as part of the Concept Request Form submittal.

8.2 Provision of Design Services

- Except as permitted below, the construction must be designed and reviewed during construction by a Registered Professional(s), or other professional as required by this manual and the applicable laws and obligations of the Commonwealth of Kentucky.
- Where a building or part thereof is designed by an Architect or a Professional Engineer, or a combination of both, all Construction Documents and any changes must be prepared by and bear the signature and seal of the Architect, Professional Engineer or both as applicable.
- The P&D Project Manager, in their sole discretion, may require a Building Code Report be submitted as part of the Concept Request process.
- The following elements are required to be designed by a Professional Engineer, consistent with the rules and regulations of the Kentucky Board of Engineers and Land Surveyors. Construction documents and shop drawings for such elements submitted for approval must bear the signature and seal of a Professional Engineer:
 1. All civil work, site services, or alterations thereto, as determined by the P&D Project Manager
 2. Foundations of a building or structure, or alterations thereto
 3. Superstructure of a building or structure, or alterations thereto
 4. Mechanical and/or electrical systems, or alterations thereto
 5. Life safety systems, or alterations thereto
 6. Elements of a building or structure having imposed live and/or dead loads
 7. Elements that impose live or dead loads on a building or structure (including applied or attached elements such as signage)

8.3 Provision of Services

The Project Sponsor responsible for building construction will ensure that an Architect, Professional Engineer, or both, are retained for the design work and will undertake the general review of the construction of the building in accordance with the performance standards of the Kentucky Board of Architects and the Kentucky Board of Engineers and Land Surveyors, as may be applicable.

Where the project scope of work requires new surface penetrations of any concrete structures including coring, drilling, chipping, cutting, etc., an investigation is required to ensure structural integrity, as well as to confirm no additional impacts occur.

8.4 Restrictions for General Review

Only an Architect may carry out or provide the general review of the construction of a building within the limitations stated by the Kentucky Board of Architects.

Only a Professional Engineer may carry out or provide the general review of the construction of a building, structure or civil work within the limitations stated by the Kentucky Board of Engineers and Land Surveyors.

9.0 Project Concept Request Process

9.1 Concept Request Form

A [Project Concept Request Form](#) must be submitted to CVGAA to initiate the Project Concept Review process for facility construction, modification, or renovation. The project will be described to ensure CVGAA can effectively evaluate the proposed project to ensure all design and construction activities are consistent with overall design objectives, applicable codes, ordinances, rules and regulations. The level of design and progress reviews required by CVGAA will be determined on the magnitude and scope of the proposed project.

A [Project Concept Request Form](#) is required for all project related activities inclusive but not limited to improvements, modifications or construction on Airport property.

Upon review of the Project Concept Request Form, the P&D Project Manager will lead an internal review of the proposal and respond to the requestor through a Concept Acceptance Letter or Concept Rejection Letter.

The Concept Rejection Letter will specify the reason the project will not be permitted to move forward.

The Concept Acceptance Letter will indicate that the project has been accepted, articulate comments on the project, and will provide direction on the next steps of the process.

Note

All projects, modifications and refurbishments must follow the Project Concept Review process regardless of complexity or scope. A Concept Acceptance Letter is not a Notice to Proceed with construction.

9.2 General Information Required

- Define the project. Include a thorough project description; describe existing conditions; identify what is being changed and why the change is taking place; identify known or foreseen project impacts; and unique attributes (variances, waivers, etc.).
- Provide a graphic depiction (sketches, photos, specification sheets, drawing mark-ups, etc.).

Note

Computer Aided Design and Drafting (CADD) drawings are not required for the presentation in the Concept Request phase, however renderings/visual documentations are highly recommended. Projects should be submitted to CVGAA for consideration well before the design phase.

- Identify and describe the location of the project.
- Project justification. Describe the need for the project or requested change.

- Depending on the project type, additional information regarding vehicle and aircraft operations may be requested at this early stage.

Note

For example, a trip generation study will be required if the project will increase traffic to the facility. Those study results will determine if a traffic/parking demand study is required. These two studies will establish the percent increase of visitors/employees/vendors anticipated to arrive by various transportation modes (e.g.: truck, private car, bus, drop-off, etc.) and disclose any potential impacts to the existing roadway pavement and traffic management issues.

9.3 Concept Status

- CVGAA will notify the Project Sponsor in writing of the status of the Concept Review Form. Initial approval or denial is based on the concept only. Common status responses include:
 1. Request for Additional Information
 2. Approved with Restrictions
 3. Approved (the next phase of the design process can proceed)
 4. Denied (the next phase of the design process cannot proceed)
 5. Deferred (deferral date and reasons for deferral)
- Upon written receipt of the Concept Approval document, a P&D Project Manager will be assigned to the project. The Project Sponsor will complete the following steps, at a minimum:
 1. Contact the P&D Project Manager to schedule the design kick-off meeting.
 2. Provide any information requested in the Concept Approval document.
 3. Provide a design schedule that includes the submittal milestones outlined in the Concept Approval document.
- The Sponsor is responsible for conforming with the requirements of the Design review and submittals and CVG Technical Specifications (*Coming Fall of 2024*)

9.4 Transmittal, Review, and Approval of Documents

When a Project Concept Request Form has been approved, all communication will be directed to the assigned P&D Representative.

10.0 National Environmental Policy Act (NEPA) Approvals

All projects will require some level of environmental processing under the National Environmental Policy Act (NEPA) of 1969, as amended. The Project Sponsor must contact the P&D Project Manager to be informed about the level of NEPA documentation and approvals that will be required.

- The P&D Project Manager and CVGAA will work closely with the Sponsor to prepare the NEPA documentation.
- The cost for NEPA processing and any resulting mitigation is assumed to be the responsibility of the Sponsor unless a written agreement is approved in advance of the start of the NEPA process during negotiations with the Commercial Management Team.
- The Sponsor will provide project information that could include, but is not limited to:
 1. Detailed project description
 2. Purpose and need
 3. Aircraft forecast information
 4. Vehicle information (landside and airside)
 5. Limits of construction (including material from borrow sites)
 6. Enabling projects
- The time to complete the NEPA process and receive all applicable approvals from the FAA and other applicable regulatory agencies ranges from months to years depending on the level of NEPA processing and project type. For

example, a simple building project with no environmental impacts could take several months; a new building with an aircraft apron could take 18 to 36 months.

- Construction cannot begin until all NEPA approvals are received, and any associated mitigation requirements are met.

11.0 Design and Review

11.1 Project Number and Project Manager Assigned

The P&D Project Manager assigned by CVGAA will schedule the design kick-off meeting once contacted by the Sponsor and assign a Project Number. All Project Team members must communicate with the P&D Project Manager through the Sponsor's designated representative. All written communication must include the Project Number for reference.

11.2 Submittal Process Steps

CVGAA uses a multi-step process to ensure Sponsor compliance with the design standards stipulated in this manual. This process seeks to keep the size and magnitude of the project in perspective adapting a reasonable level of effort and oversight to the scope of the project while ensuring planning, design, and construction of airport facilities are consistent with the overall design objectives and applicable codes, ordinances, rules, and regulations.

The level of design/progress reviews required will be determined by the scope of the proposed project and may not require all the listed steps below. After Concept Approval, the P&D Project Manager will confirm the specific requirements for submittals and reviews to the Sponsor.

The following steps will ensure Sponsor compliance with the design standards stipulated in this manual.

- Initial Concept Request Form submitted by the Sponsor to the P&D Project Manager
- Concept Review Approval and Design Kick-Off Meeting
- 30% Design Conditional Review
- 60% Design Progress Review
- 90% Design Progress Review
- Sponsor submits final design/construction plans and specifications
- Sponsor secures all required, documents, permits and submits to P&D Project Manager
- P&D Project Manager issues the Notice to Proceed (NTP)
- Pre-Construction Meeting
- Weekly On-Site Construction Meetings
- Close-Out Documents

Note

Approval must be received from the Airport at each step prior to the Tenant progressing in the process. Any variance in the listed submittal requirements above will be determined by the P&D Project Manager and communicated to the Tenant.

11.3 Sponsor Responsibilities During Design

- Define the scope of work and verify all existing site conditions. The Architect/Engineer of Record is required to visit the site to investigate existing conditions prior to submitting documents for review. The P&D Project Manager must be notified a minimum of five business days in advance of all site visits by the Sponsor's authorized representatives or CVGAA contractors and consultants.
- Conform to all drawing requirements as defined in various sections of this manual.
- Conforming to local, state, and federal permitting requirements, codes, amendments, ordinances, and regulations and obtaining necessary permits.
- Ensure the Architect or a Project Team representative attend the Design Kick-Off Meeting in person or by teleconference.

- Provide Record Drawings and Asset Management data in accordance with CVGAA requirements at the conclusion of the project.
- This manual must be shared with designers, engineers, direct subcontractors, and vendors working on Airport property, to become familiar with CVGAA requirements and design criteria.

11.4 Project and Design Kick-Off Meeting

The purpose of the Design Kick-Off Meeting is to discuss the next phases of the project process, including:

- Introduction of CVGAA and Sponsor's authorized representatives
- Review the project scope of work and design status
- Discuss status of Form FAA 7460-1, Notice of Proposed Construction or Alteration, NEPA, and other early planning elements
- Review document requirements needed from CVGAA (Existing Airport Record Drawings)
- Airport Non-Disclosure Agreement (NDA) for release of Airport Record Drawings
- Sponsor Document Submission requirements
- Construction Closeout Documents
- Revisions to Airport-approved drawings
- Sponsor Record Drawing and Asset Management requirements
- Contract bond and insurance requirements
- CVGAA PPMSS Requirements
- CADD Standards requirements

11.5 30% Design Conditional Review

In the 30% design phase, the Sponsor and its Project Team must take the conceptual design through all elements of construction: from merchandising to mechanical systems before proceeding to the development of construction documents.

If required in the Concept Acceptance Letter, the Sponsor or Project Team will submit a [30% Design Review Package](#) to the P&D Project Manager. The purpose of this phase is to develop the approved concept plans to a level ensuring compliance with CVGAA requirements and standards and to review all components of the Sponsor's design. The package should address the comments and conditions outlined in the Concept Approval Letter and should include sufficient information to adequately describe the overall signage, interior design, merchandising concepts, and mechanical systems. A signed copy of the 30% Review Checklist is required with the package submission, along with drawings and material sample boards. Submit all drawings in a PDF document formatted in 24"X36" standards size.

The P&D Project Manager will lead an internal review of the submittal package with input from other CVGAA departments. Within two weeks of submitting of the complete 30% design package, the Sponsor or Project Team will receive approval to proceed to the next phase and/or comments requiring changes to the 30% design package.

Note

Upon review of 30% Plan, the P&D Project Manager will include a description of the level of NEPA processing required. The Sponsor will not proceed beyond this phase until written approval of the 30% Design is received from the P&D Project Manager.

11.6 60% Design Progress Review

If required, the Sponsor will submit a [60% Design Review Package](#) to the P&D Project Manager. The process and requirements for the 60% Design Package are the same as the 30% Design Package and should address the concerns, changes, and conditions identified in the Concept Approval Letter, 30% Review Response, and a signed copy of the 60% Review Checklist. The P&D Project Manager will lead an internal review of the submittal package with input from other CVGAA departments. Within two weeks of the complete 60% design package submission, the P&D Project Manager

will provide a 60% Design Review Response Letter. The Letter will include approval to move to the next phase and any comments or concerns that must be addressed in the Final Design Package.

Note

The Tenant will not proceed beyond this phase until written approval is received from the P&D Project Manager.

11.7 90% Design Conditional Review

If required, the Sponsor will submit a [90% Design Review Package](#) to the P&D Project Manager. The process and requirements for the 90% Design Package are the same as the previous Design Package Reviews and should address the concerns, changes, and conditions identified in the Concept Approval Letter (and 60% Review Response) and a signed copy of the 90% Design Review Checklist. The P&D Project Manager will review the 90% Design package with input from other CVGAA Departments.

Within two weeks of the complete 90% design package, the P&D Project Manager will provide a 90% Design Review Response Letter. The Letter will include approval to move to the next phase and any comments or concerns that must be addressed in the Final Design Package.

Note

The Sponsor will not proceed beyond this phase until written approval is received from the P&D Project Manager.

11.8 Final Design Review

Depending on the scope of the Project, the next submittal after the Concept Review for some Projects will be the Final Design Review. All projects, regardless of magnitude or scope, must go through the Final Design Review. The Final Design Package should address all concerns, changes, and conditions identified in previous review phases and provide the P&D Project Manager with a complete set of working drawings and specifications showing all details for construction and for the Building Department permit sets.

A complete package including a signed Final Review Checklist must be submitted for approval. The P&D Project Manager may require additional information upon review of submitted package and will notify the Sponsor or Project Team within two weeks of any additional information or requirements. Drawings must be submitted electronically in both CADD and PDF. All drawings must be signed and sealed by a registered architect or engineer, registered in the Commonwealth of Kentucky, and will be signed as approved by the Sponsor.

A written approval to proceed with obtaining the necessary permits, insurance, and bond requirements will be sent to the Sponsor or Project Team once the P&D Project Manager has reviewed and approved the Final Design Package, and all concerns, changes, conditions have been satisfactorily addressed to meet CVGAA's standards.

Note

Acceptance by the P&D Project Manager for plans, specifications and/or schedules does not constitute CVGAA's approval for architectural or engineering design or compliance with applicable laws or codes. CVGAA assumes no liability or responsibility for any defect in any structure or improvement constructed according to such drawings/plans and specifications by deeming the drawings/plans are acceptable. The Sponsor and their Project Team have total responsibility for compliance with all applicable Federal, State, and local codes and ordinances for their occupancy types.

12.0 Insurance Requirements

12.1 Construction Initiated by Tenant Sponsor

Any tenant Sponsor initiating authorized improvements to its building space or land parcel will provide and maintain compliant insurance coverage in accordance with any agreement with CVGAA and provide evidence of the same as stipulated in such agreement.

12.2 Construction Initiated by CVGAA

Where the project work is being performed pursuant to a direct contract with CVGAA, the insurance provisions of the contract prevail for the Project Team.

13.0 Permits and Inspection

13.1 Permitting Procedures

Upon acceptance of the Final Review Package by the P&D Project Manager, the Sponsor or Project Team will obtain all necessary permits from all responsible parties. Obtaining all permits is the sole responsibility of the Sponsor or Project Team. Upon the Sponsor's receipt of applicable permits needed to perform the proposed work, the Sponsor will forward a copy of the permits to the P&D Project Manager at which time a Pre-Construction meeting will be scheduled.

13.2 Building Code

The Airport is located in Boone County, Kentucky. Code review and enforcement for airport property is coordinated with the Boone County Building Department. ARFF is the authority having jurisdiction for all fire safety related items.

Kentucky follows the Kentucky Building Code (KBC), which is based on the International Building Code (IBC). A listing of currently adopted codes and a copy of the KBC may be downloaded from the [Kentucky Department of Housing, Buildings and Construction, Division of Building Code Enforcement](#). The most current version of the International Building Code (IBC) should also be followed.

CVGAA will also issue its own authorization to proceed with construction through a formal Notice to Proceed (NTP) notification upon final acceptance of the plans. The Project Authorization Notice and NTP must be posted at the site along with the County Building Permit (where applicable).

No construction is permitted until an NTP is issued and all applicable permits and approvals for the project are received. No site preparation or site demolition may occur until CVGAA, state, and county approvals are granted.

The Sponsor's design and construction must comply with applicable federal, state, and local laws, statutes, orders, codes, ordinances, and regulations that are legally applicable to the work being performed.

13.3 Health Department License and Permit

The Northern Kentucky Health Department must inspect cafeterias, food and beverage concessions and retail concessions with pre-packaged foods or where there is food preparation. See additional information and requirements: [NKY Health](#)

Note

The issuance of permits is not authorization for any work, ordering materials, or any related construction, repair, or renovation of any kind to occur without first completing the Pre-Construction Meeting and receiving an NTP.

13.4 Hazardous Materials

If hazardous materials (HAZMAT) are determined to be present, construction cannot begin until a hazardous material survey is completed, and the hazardous materials are abated. During the review process, the P&D Project Manager will

notify the Sponsor of the presence or presumed presence of hazardous materials in the project area. Any hazardous materials encountered must be abated by licensed HAZMAT professionals and handled in accordance with applicable federal and state regulations. A scope of work, project schedule, and budget must be coordinated with the P&D Project Manager.

13.5 Common Permits/Outside Agency Approvals

It is the responsibility of the Sponsor or Project Team to ensure all applicable common permits and outside agency approvals are identified and obtained at the applicable phase of the project. The following is a list of the most common permits and outside agency approvals required for aviation use projects at the airport. This is not an exhaustive list.

13.5.1 Form FAA 7460-1, Notice of Proposed Construction or Alteration [\[7460 Form\]](#)

- The construction of a new building or structure, including antennas requires the Sponsor to complete a [Form 7460-1](#).
- The FAA will not initiate the NEPA process (Section XX) until the Form FAA 7460-1 has been submitted. The Sponsor is at risk if any costs are incurred for design, site-work, other project-related activities begin prior to the approval of Form FAA 7460-1 by the FAA, including any applicable fines that may be assessed to CVGAA.
- Prior to submittal of FAA Form 7460-1 to the FAA, the Sponsor will submit the form to the P&D Project Manager for review.
- The Form FAA 7460-1 must include the proposed permanent structures and any construction, cranes or investigative equipment proposed to be used during pre-construction activities and construction activities.
- The Form FAA 7460-1 may not be required for projects contained within an existing building (i.e.: interior renovation) and does not change or add any exterior components. Coordinate with P&D Project Manager during the design phase for verification of need.
- After CVGAA approval, the Sponsor is responsible for the filing the Form FAA 7460-1 electronically at the FAA's Obstacle Evaluation website.
- The FAA approval of Form FAA 7460-1 must be submitted to P&D Project Manager prior to the start of construction. It is highly recommended that the Sponsor submits the form to the FAA early in the process (before final design) and if necessary, re-submit the form if any major changes occur between concept approval and final design.
- The FAA processing time can take a minimum of six to eight weeks before issuing a determination.

13.5.2 Kentucky Airport Zoning Commission (KAZC) Form [TC 55-2](#) Application for Permit to Construct or Alter a Structure

- The Kentucky Airport Zoning Commission (Commission) has jurisdiction over that airspace over and around the public use and military airports within the Commonwealth of Kentucky.
- The Commission has jurisdiction from the ground upward within the limits of the primary and approach surfaces of each public use airport and military airport as depicted on airport zoning maps approved by the Kentucky Airport Zoning Commission.
- The Commission has jurisdiction over the airspace of the Commonwealth that exceeds 200 feet in height above the ground.
- The owner or person who has control over a structure which penetrates or will penetrate the airspace over which the Commission has Jurisdiction shall apply for a permit from the Commission in accordance with 602 Kentucky Administrative Regulations (KAR) 50:090.
- Any Sponsor proposing the construction of a new building or structure, use of construction equipment that may impact airspace (i.e., cranes), installation of antennas, must also complete and submit Form TC 55-2.

13.5.3 [Sanitation District No. 1 of Northern Kentucky Land Disturbance Permit](#)

- Sanitation District No. 1 of Northern Kentucky (SD1) requires developers and engineers to apply for different permits, depending on the type of project, before beginning construction work. This helps manage storm water runoff and control erosion issues that can damage downstream property and infrastructure and pollute rivers and streams. Read more about the different permit requirements in SD1's Storm Water Rules and Regulations or download applications for each of the permits.

13.5.4 [Boone County Approvals and Permits](#)

- Boone County Building Permit Fees
- Boone County Building Permit
- Sign Permit (Blade signs/storefront signs)
- Boone County Building Permit Requirements
- Aviation uses are exempt from the requirements of Boone County Planning & Zoning. Sponsors or Project Teams should not submit Site Plans to Boone County Planning & Zoning.

13.5.5 Sewage Permit

- Refer to the Landside Development Standards for specific discussion on Sanitary Sewer requirements and associated permits.
- No septic system will be allowed on-site on Airport property.

13.5.6 [Encroachment Permit](#)

- If the project causes an impact to a non-airport Kentucky state right of way, roadways and/or signage, an encroachment permit from Kentucky transportation Cabinet (KYTC) will be required.

13.5.7 [Kentucky Pollutant Discharge Elimination System \(KPDES\) Notice of Intent \(NOI\) – Storm Water Discharges](#)

- The Sponsor or the Project Team must consult with P&D Project Manager regarding the of applicability a KPDES permit. Projects that fall within CVGAA’s existing KPDES permit will not need to complete this step. For projects that require a separate KPDES permit.
- KPDES NOIS SW Permit

13.5.8 [Air Quality Permit](#)

- An Air Quality permit issued by the Kentucky Division of Air Quality is required for the construction and operation of any air contaminant source.

13.5.9 [Underground Storage Tanks](#)

- The installation or closure of any underground storage tanks must follow regulations established by the Kentucky Underground Storage Tank Branch
-

13.5.10 [Resource Conservation and Recovery Act \(RCRA\) Waste Management program](#)

- A waste management program may be required if a project generates, transports, treats, stores, or disposes of hazardous waste.

14.0 Conditional Notice to Proceed (NTP)

The P&D Project Manager, upon approval from Boone County, may issue a conditional NTP for any stage of construction if the following conditions have been established or satisfactorily completed:

- Compliance with the applicable requirements of this manual has been completed with respect to the project stage being proposed to start construction activities.
- Evidence has been presented to the P&D Project Manager establishing that unreasonable delays in such stage of construction would occur if a conditional permit is not granted.
- The Sponsor agrees in writing with the P&D Project Manager to:
 1. Assume all associated cost risk in commencing construction without the benefit of a full review of the completed design by the appropriate departments of CVGAA
 2. Obtain all necessary approvals including building permits as may be required before any construction commences in the time set out in the agreement or, if no time is specified, as soon as practical

3. Submit plans and specifications of the complete building or structure in the time set out in the agreement or, if no time is specified, as soon as practicable
 4. At the applicant's expense, remove any part of the building or structure completed and restore the site in the manner specified in the agreement if authorization is not obtained or plans submitted in the time set out in the agreement
- Comply with other conditions as the P&D Project Manager considers necessary, including the provision of security for compliance with this manual.

14.1 Permit Posting

Project Notification Form and NTP has been issued pursuant to this manual, the person to whom it is issued must have the documents posted at all times during construction in a conspicuous location at the jobsite. Where multiple work locations are involved, the documents must be posted at each location.

14.2 Site Documents

The person to whom the NTP was issued is responsible for actions of the person in charge of the work to keep and maintain digital or hard copies of all project documents at the jobsite for review by P&D Project Manager and/or Inspector at any time:

- At least one copy of the set of drawings and specifications submitted and approved for the project
- A copy of all Change Orders and Site Instructions to the Contract
- A copy of all reviewed Shop Drawings
- A copy of all inspection reports prepared by the Registered Professional(s)
- Copies of all Contractor's Surface Penetration reviews including applicable documentation, and all completed Hot Work Fire Safety Checklists with properly executed applicable sign-offs
- A copy of all reports and certificates provided by external agencies for the inspection, testing and verification of systems, equipment, products, and assemblies of the work, which will also be submitted to the P&D Project Manager when requested, and at the least, as part of the Project close-out documentation
- The as-built markings by the Project Team of any changes to the work indicated on the Construction Documents
- A copy of the health and safety documents

15.0 Notices and Inspections

15.1 Prescribed Notices

- The person to whom a Notice to Proceed is to be issued will notify the P&D Project Manager of the readiness of the Project Team to start work.
- The relevant building permits must be obtained by the Project Team with a copy provided to the P&D Project Manager.
- The Project Team will contact the assigned Airport Construction Inspector each day personnel are active at the Airport.
- The Project Team will notify the P&D Project Manager and/or Inspector with a minimum of three business days' notice in advance of the date of any required inspection.

Unless otherwise instructed, the Project Team will notify the P&D Project Manager of the following project milestones at the regularly scheduled project update meetings:

- The construction start date
- The date of any form of soil disturbance for footings, foundations and other sub-grade structures and services
- The readiness to install underground services
- The substantial completion of the footings, foundations, and other sub-grade structures
- The substantial completion of the installation of underground services
- The substantial completion of the structural framing

- The substantial completion of roughing-in of heating, ventilation, air-conditioning and air-contaminant extraction equipment
- The substantial completion of insulation, vapor barriers and air barriers
- The substantial completion of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems
- The substantial completion of exterior cladding, fire access routes and site grading, and of the readiness for inspecting and testing of:
 1. Building sewers and building drains
 2. Water service pipes
 3. Fire service mains
 4. Drainage systems and venting systems
 5. Water distribution system
 6. Plumbing fixtures and plumbing appliances
- The completion of plumbing installations not located in a structure before commencing backfilling activity

15.2 Construction Schedule

The Project Team will provide to the P&D Project Manager a rolling two-week advance construction schedule indicating all planned work on the project to coordinate the involvement for any item required herein. The Project Team will identify any slippage in the construction schedule and propose solutions for how the project will be brought back on schedule. The P&D Project Manager can ask for a complete revised schedule at any time work does not comply with the original schedule.

15.3 Utility Tie-In Requirements

CVGAA requires a minimum seven business-day notice of any tie-in to airport utilities, disturbances, or shutdowns. Depending on the size of the project and impact to operations, CVGAA may require advanced planning for utility tie in. Coordination with the P&D Project Manager as early and often during the project is necessary to maintaining project schedule.

15.4 Prescribed Inspections

The P&D Project Manager and/or Inspector will undertake the site inspection of the building or other types of structure to which the notice relates. When undertaking a required inspection, the P&D Project Manager and/or Inspector may consider reports concerning whether the building or a part of the building or other types of structure complies with this manual.

The time periods for a site inspection will not include weekends, statutory holidays, and all other days when the P&D Project Manager is not available to transact business with the public.

15.5 Rights and Duties of the P&D Project Manager and/or Inspector

The P&D Project Manager and/or Inspector representing CVGAA may, for the purpose of inspecting the work in respect of which an NTP is issued or an application for such permit is made, enter the jobsite at any reasonable time without advance notice provided:

- All safety requirements of the Project Team are followed by the P&D Project Manager and/or Inspector while at the jobsite
- The P&D Project Manager and/or Inspector representing CVGAA may, for the purpose of inspecting the work, undertake specific inspections related to compliance requirements of this manual and make assessments pertaining to quality of work and materials, installation methods and practices, accident and hazard prevention, airport operational impacts, etc.
- The P&D Project Manager and/or Inspector representing CVGAA may, for the purpose of inspecting the work prior to covering and accepting, undertake and/or request specific tests and demonstrations for foundations and other

underground structures, plumbing and pipe systems, HVAC systems, electrical systems, electronic and communications systems, life safety systems, and similar systems to determine adequacy of the installations to perform as required. Impacts to the Scope of Work, project schedule and budget must be coordinated with the P&D Project Manager.

15.6 Order to Comply

Should the P&D Project Manager and/or Inspector find that any provision of this manual or any applicable code or standard is being contravened, the P&D Project Manager and/or Inspector may issue a written Order to Comply directing compliance with such provision and may require the Order to be carried out immediately or within a reasonable specified period of time.

Prior to issuing such Order, the applicable CVGAA representative administering either, the contract, lease or license related to the work will be contacted to determine the conditions to be included in the order, unless immediate action of Order to Comply notification must be carried out.

Where the P&D Project Manager and/or Inspector gives an order under this subsection, the Order will contain sufficient information to specify the identification of the code or standard being contravened, the nature of the contravention and its location.

15.7 Stop Work Order

When an Order to Comply is not adhered to, within the time specified therein or, where no time is specified, within a reasonable time, the P&D Project Manager may order that all or any part of the work will cease, and a Stop Work Order will be served on such persons affected thereby and a copy posted at the Place of Work.

Prior to issuing such order, the applicable CVGAA representative administering either, the contract, lease or license related to the work will be contacted to determine the conditions to be included in the order, unless immediate action of Stop Work Order be carried out.

- Where a Stop Work Order is issued, no person will perform any act of construction activity in respect of which the order is made, other than work necessary to correct the circumstances which led to the issuance of the Order to Comply.
- The Project Team has the responsibility to make the site safe and secure in addition to the completion of the work necessary to correct the circumstances. If a Stop Work Order evacuates the site, the site should not be left unsecured or with dangerous conditions. Coordinate the necessary measures to safely secure the site with the P&D Project Manager, Airport Police and ARFF.

15.8 Powers of the P&D Project Manager and/or Inspector

For the purposes of an inspection carried out under this discussion of Notices and Inspections, the P&D Project Manager and/or Inspector may:

- Inspect Work Product - Require access to the drawings and specifications of the work or any part thereof, for inspection purposes and may require information from any person concerning any matter related to the work or part thereof
- Access to Project Team Experts - Be accompanied by any person who has special or expert knowledge of any matter in relation to the work or part thereof
- Request Testing and Sampling Results - Alone or in conjunction with such other person(s) possessing special or expert knowledge, make such examinations, tests, inquiries, request documentation or take photographs as are necessary for the purposes of the inspections
- Confirm Testing and Sampling Results - Order any Project Team member responsible for the work to conduct such tests and sampling as required to confirm conformance of the work or parts thereof with the Contract and all applicable code and standards. Where the test results confirm conformance, the costs of the tests will be paid by

CVGAA. Where the test results indicate non-conformance, the costs of such tests and all subsequent re-testing and corrective measures required will be paid by the Facility Alteration Permit holder.

- Finding of Unsafe Construction - Where the P&D Project Manager and/or Inspector finds that any construction is unsafe, an Order to Comply will be served setting out the reasons why the construction is unsafe and the remedial steps required to be taken to render the construction safe and may require the Order to Comply to be carried out within such time as the P&D Project Manager and/or Inspector specifies in the order.
- Prohibiting Occupancy/Use of Unsafe Construction - Where an Order to Comply is not adhered to within the time specified therein, or where no time is specified, within a reasonable time from the noted circumstance(s), the P&D Project Manager may prohibit the use or occupancy of the work by issuing a separate Order to Comply. Such Order to Comply will be given to the NTP holder and a copy thereof will be posted at the jobsite.
 1. Prior to issuing such Order, the applicable CVGAA representative administering either, the contract, lease or license related to the work will be contacted to determine the conditions to be included in the order.
 2. Where the P&D Project Manager has issued an Order to Comply and considers it necessary for the safety of the public, it may cause the premises to be altered, repaired, or demolished for the purpose of removing the unsafe condition, or take such other action as it considers necessary for the protection of the public. The Sponsor or Project Team named on the NTP is responsible for paying such costs.

15.9 Fire and Emergency Services Inspection

Where the Airport Fire Chief or designee has reviewed the submitted Construction Documents for which an NTP has been issued, specific responsibility for the inspection of the construction for fire safety conditions complying with the relevant portions of this manual remains with Fire and Emergency Services.

15.10 Environmental Services Inspection

Where the Maintenance Environmental Operations Department has reviewed the submitted Construction Documents for which an NTP has been issued, specific responsibility for the inspection for environmental conditions complying with the relevant portions of this manual remains with Environmental.

15.11 Inspection by Other Authorities Having Jurisdiction

Where required by the applicable codes and standards, a representative of an authority having jurisdiction (other than CVGAA), may inspect the work or portions thereof for which an NTP has been issued, for compliance with applicable codes and standards under its jurisdiction. All Building Inspectors must coordinate with the P&D Project Manager to be escorted to the work site by ARFF personnel. All other authorities having jurisdiction can be escorted by the Sponsor, Project Team, P&D Project Manager, or Inspector. The P&D Project Manager or Inspector must be notified of the scheduled inspection at least 24 hours in advance of the inspection.

The Sponsor and Project Team will provide access to the work and render any and all assistance necessary to such authority having jurisdiction for the purposes of inspection.

15.12 Security Inspection

Non-compliance of security regulations may result in the potential suspension of any construction.

16.0 Occupancy and Use of Construction

16.1 Conditions for Occupancy and Use

Except as authorized by this manual, no person will occupy or use, or permit to be occupied or to be used, any construction or part thereof, until the following conditions have been met:

- A final inspection of the construction has been requested by the P&D Project Manager and Boone County (as applicable).
- All testing and commissioning, demonstrations, and inspections, have been performed pursuant to such request.

- All applicable documentation supporting satisfactory completion of testing and commissioning, demonstrations, and inspections prepared by the Project Team and the Registered Professional(s).
- All Letters of Assurance from Registered Professionals have been submitted.
- Any outstanding Orders to Comply issued by the P&D Project Manager and/or Inspector have been resolved.
- An Occupancy and Use Permit or an equivalent authorization has been issued by Boone County.

16.2 Occupancy and Use of Unfinished Construction

Occupancy of a building or part thereof, or use of other construction such as Civil Work, which has not been fully completed, may only occur where Boone County has issued a Temporary Occupancy and Use Permit for only the part of the work that is finished for the intention to occupy or use.

Boone County may issue an Occupancy and Use Permit where:

- The structure of a building is completed up to and including the roof
- All enclosing walls of a building are completed up to and including the roof
- All walls, partitions, and guards enclosing the space(s) to be occupied are completed
- All required fire separations and closures are completed on all stories to be occupied
- All required exits are completed and fire-separated including all doors, required door hardware, balustrades and handrails from the uppermost floor to be occupied down to grade level (and below if an exit connects with lower stories)
- All shafts including closures are completed to the floor-ceiling assembly above the story to be occupied and have a temporary fire separation at such assembly
- Temporary closures or partitions have been installed to prevent access to parts of the building and site that are incomplete or still under construction
- Floors, corridors, lobbies, and required means of egress are kept free of construction material, debris and/or other hazards
- Where service rooms are in operation, required fire separations are completed and all required closures installed
- All water, plumbing and drainage, and HVAC systems are complete and tested as operational for the stories to be occupied
- Required lighting, heating and electrical supply are provided for the suites, rooms and common areas to be occupied
- Required lighting in corridors, stairways and exits is completed and operational up to and including all stories to be occupied
- Required standpipe, sprinkler and fire alarm systems are complete and operational up to and including all stories to be occupied, together with required proper connections for such standpipes and sprinklers
- Required fire extinguishers have been installed on all stories to be occupied
- Garbage rooms, chutes and ancillary services thereto are completed to the stories to be occupied
- Required firefighting access routes have been provided and are acceptable to the ARFF
- A fire safety plan has been formulated and a copy submitted to the P&D Project Manager and accepted by the Airport Fire Chief

Where a person has occupied part of a building or space(s) within a building under this subsection, such person will notify the P&D Project Manager immediately upon completion of the remainder of the work.

17.0 Warranty Period Inspection

- The work completed will be subject to routine preventive maintenance inspections by CVGAA within airport-maintained airport areas. Any work that does not comply with the warranties described in the Contract will be reported by written notification to the Project Team. Within the time set forth in the notice, such defective or deficient item(s) will be repaired, replaced or otherwise corrected by the Project Team with action satisfactory to CVGAA.
- Should the Sponsor or Project Team fail to take action with the item(s) within the given time period, CVGAA reserves the right to make the necessary repairs and replacements at the expense of the Project Team once notice to this effect has been given.

- If CVGAA determines that immediate action to make repairs, replacements or other corrections causing emergency conditions or further loss or damage, CVGAA may proceed, if necessary, with such action without prior notice to the Sponsor or Project Team, at the expense of the Sponsor or Project Team.
- The work completed under an NTP will have a final warranty inspection by CVGAA of all construction under warranty before the warranty period of the Contract expires. Should defective work exist or be encountered at the time of final inspection, notification will be given to the Sponsor or Project Team to rectify the defect(s) within a specified time period.
- If the Sponsor or Project Team does not agree with a determination of CVGAA concerning defective work, they may submit such notice, together with a detailed explanation of their position to the CVGAA representative administering the Contract.
- Thirty days prior to the expiration of the warranty, an inspection must be conducted by the Project Team with the P&D Project Manager and Sponsor (where applicable) to identify any warranty items which should be addressed prior to the warranty expiration.

18.0 As-Built And Record Documents

CVGAA requires that As-Built Documents and Record Documents for a building, structure, civil work, or any part thereof, must be provided by the persons responsible for such construction.

Designated representatives of the P&D Project Manager or Facilities and Asset Management Department may enter the jobsite and make requests for any additional records pertaining to the construction in progress (i.e.: red lines, which are the original drawings that have been redlined to reflect changes that have been made) at any reasonable time and with the full cooperation from the Sponsor or Project Team to do so.

The Sponsor and Project Team will maintain in good condition, a complete set of Construction Documents which will include Issued for Construction Documents, As- Built Documents, Operation and Maintenance Manuals, Warranties, and Shop Drawings similar to that required in Technical Specification Standards of this manual for future use in making alterations to the existing facilities.

Upon completion of the construction, the Registered Professional(s) providing the general review, will submit general letters of assurance to the P&D Project Manager, stating that to the best of their knowledge, the construction has been performed in accordance with this manual and Boone County codes. Such letters must bear the signatures of the Registered Professional(s), and/or other Consultant(s).