



PERMIT

2850 Airport Road
 La Crosse, WI 54603
 (608) 789-7464

TERMINAL IT IMPROVEMENT AUTHORIZATION

A) THIS SECTION TO BE COMPLETED BY APPLICANT IN INK

Contact Last Name	Contact First Name	Contact Middle Name
Company Performing Installation		
Company Mailing Address		
Company City	Company State	Company Zip
Contact Daytime Phone	Contact Secondary Phone (If Applicable)	Contact E-Mail Address
Tenant Responsible for Installation (must be a current tenant with an active lease agreement authorizing installation)		
Requested Activity		
<input type="checkbox"/> Fiber/Network Installation – No-Conduit <input type="checkbox"/> Fiber/Network Installation – Conduit <input type="checkbox"/> Other _____		
Description of Installation Request – Provide as much detail as possible to include routing locations, cable type, install methods, install times requested, rack installation points if applicable, etc. (attach terminal diagram outlining work):		
Estimated Start Date	Estimated Working Days	End Point of Installation

B) PERMIT ASSURANCES

As a requester for a permit at the La Crosse Regional Airport, I agree to indemnify and save harmless and assume the defense of the City of La Crosse (City), its agents, employees, and officials, from and against any and all liabilities, damages, expenses, causes of action, suits, claims or judgments; and to pay all attorneys' fees, court costs, and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from or sought to be recovered from the City, its agents, employees or officials by reason of or on account of damages to the property of, injury to, or death of, any person arising from my activity at the La Crosse Regional Airport, including acts of omission on my part.

I further assure that I will maintain at all times Commercial General Liability Insurance with an occurrence limit of not less than One Million Dollars (\$1,000,000) to include personal injury, bodily injury, death, property damage, and contractual liability to protect my activities and the City from legal liabilities resulting from this activity. I will provide the City of La Crosse a certificate of insurance listing the City of La Crosse as additionally insured without demand and prior to commencing activities under this permit. During the course of conducting activities as stipulated by this permit I will ensure that all federal, state, and local statutes, rules, and regulations shall be complied with at all times.

I will provide three business days written notification to the Airport Director or designee prior to commencing the activities approved under this Permit. I will furthermore complete all work within the estimated working days provided or will seek additional working days from the Airport Director or designee. All work will be completed in accordance with the written description and diagrams provided to the Airport with this permit. I agree that all Airport owned infrastructure will be left in its existing condition and that any damage to airport infrastructure including ceiling tiles will be restored to its original condition at the completion of the work authorized in this Permit. As a condition of this permit a pre-installation meeting will be held with the Airport to review existing conditions and the final installation plan prior to commencement, it is my responsibility to coordinate this meeting with the Airport Director or designee. Upon completion of the installation I will coordinate a final inspection and sign off of the work completed with the Airport Director or designee verifying original conditions were maintained.

All network cabling entering the terminal shall be in conduit and all conduit shall be sealed upon installation to preserve the envelope of the building. All network cabling in the building, where possible, will be installed in a workman like manner in existing network cable trays and associated bridle rings. Permit holder will utilize the Airport's color coding system for any category cabling installed. Where existing cable trays or bridle rings are not available they shall be installed by the Permit holder as approved under the scope of work. Alternatively conduit may be installed if approved. All cable shall be terminated, tested, and properly labeled upon installation. Permit holder shall provide the Airport an as-built drawing of all cable installed upon completion of installation. If installation requires access to secured areas you will be required to obtain airport badges or work with the tenant for escorted access.

APPLICANT SHALL ABIDE BY ALL TERMS OF THEIR AIRPORT AGREEMENTS IN THEIR USE OF THIS PERMIT. THE CITY RESERVES THE RIGHT TO CANCEL THIS PERMIT AT ANY TIME FOR ANY REASON. PERMIT WILL BE CLOSED UPON FINAL AS-BUILT RECEIPT AND APPROVAL.

Name of Company Applicant (Print)	Signature of Company Applicant	Date
Name of Tenant Approver (Print)	Signature of Tenant Approver (Print)	Date

C) Category Cable Color Scheme

CIRCLE CABLING THAT APPLIES TO THIS PROJECT

- CATEGORY (5/6) CABLING
- GREEN – MONITORS
- YELLOW – CAMERAS
- WHITE – ACCESS CONTROL
- BLUE – DATA/PHONE
- RED – LIFE SAFETY
- HVAC – ORANGE

FIBER OPTIC – ORANGE / BLACK

D) PERMIT VALIDITY

Issued permits are valid for a period as described on the permit approval page.

E) MEETING/INSPECTION ITEMS AND DATES

Meeting Topic	Required Inspector or Attendees	Date	Notes	Airport Sign-Off
Final Plan Approval	Airport Director or Designee Approval			
Pre-Install Meeting/ Condition Review	Permit Holder, Airport Electrician, Airport BME			
Final-Install Meeting/ Condition Review	Permit Holder, Airport Electrician, Airport BME			
As-Builts Received and Reviewed	Airport Director or Designee Approval			

D) THIS SECTION TO BE COMPLETED BY AIRPORT PERSONNEL

Application Process Completed			Date
Applicants information includes detailed plans and a terminal drawing			
Routing plan reviewed by Airport Electrician			
Routing plan reviewed by Airport Building Maintenance Engineer			
Permit Start Date:			
Permit End Date:			
Working Days:			
Insurance certificate provided: Certificate Number _____			
Permit Issued	<input type="checkbox"/> Yes By _____		
	<input type="checkbox"/> No By _____		

PROVIDE A COPY OF THE COMPLETED PERMIT INCLUDING PERMIT NUMBER AND THE APPROVED ROUTING DIAGRAM TO APPLICANT AS CERTIFICATION OF PERMIT ISSUANCE AND AS A NOTICE TO PROCEED WITH WORK

Permit Number			
Permit Valid From		Permit Valid To	
Permit Terminated On		Permit Terminated By	

E) TERMS

The following special terms, and the attached diagram approval, apply to this permit and are hereby made a condition of the granting of this permit:

Cable Type Approved:

Cable Color Approved:

Cable Install Methods Approved:

Rack Termination Point Notes:

Work Dates/Times Approved:

Security Requirements:



