



<b>Port of Astoria</b>  <b>Date Stamp</b>
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## Permitting Matrix for Tenant Improvements

<b>Tenant Name</b>		<b>Lease No.</b>	
<b>Lessee Name</b>		<b>Lease Exp. Date</b>	
<b>Project Address</b>		<b>Project Location</b>	

### Introduction

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

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

Please complete the following pages and submit to the Properties/Permits department. Electronic files may be sent by email to [permits@portofastoria.com](mailto:permits@portofastoria.com). Drawings may be submitted electronically in .pdf format. Port staff commits to returning the packet with approval within five business days. Retroactive authorization may be granted in limited cases where an emergency exists.

Once submitted and approved, a copy of the permitting matrix packet will be maintained as a portion of the tenant’s permanent lease file.

### Procedures:

1. Tenant completes pages 1 and 2 and provides site plan along with \$75.00 processing fee.
2. Port staff reviews and approves project
3. Port staff issues "Notice to Proceed" within five business days of receipt
4. Tenant obtains required permits from Permitting Authority having jurisdiction.
5. Tenant or agent submits documents per checked boxes on page 2 along with a copy of all permit documents provided by Permitting Authority having jurisdiction.

### Description of Work Planned:

<b>Desired Start Date:</b>	
<b>Estimated Completion Date:</b>	

<b>Contractor Name</b>		
<b>CCB #</b>		
<b>Business Tel. No.</b>		
<b>Site Contact Name</b>		
<b>Site Contact Tel. No.</b>		



## Permitting Matrix for Tenant Improvements

### Please Read Carefully

1. Any work performed on port property must be completed by a licensed, bonded contractor duly authorized to perform the intended work in the State of Oregon
2. Contractor must list the Port of Astoria as additionally insured on general liability insurance for duration of the project proposed.
3. Contractor and/or tenant to provide;
  - a. Project description
  - b. Plan view drawings with appropriate scale where applicable
  - c. Elevation drawings with appropriate scale where applicable
  - d. Copy of current permit from utility as applicable
  - e. Copy of current permit from City of Astoria where applicable
  - f. Trace wires are to be installed on all underground work
  - g. Pre-work location of underground utilities
  - h. Secondary location of underground utilities
  - i. Copy of hot work procedures where applicable
  - j. Copy of environmental procedures where applicable.
  - k. SDS for all regulated chemical products in accordance with UN GHS formerly OSHA Right to Know
  - l. Verification that intended work is consistent with current zoning and land use rules where applicable
  - m. "As built" drawings upon completion and project close.\*\*\*
4. Applicant to pay \$75.00 admin fee.
5. **\*\*Project Access\*\*** Port of Astoria Operations Manager or designee is authorized to access project area at any time during project period.
6. **\*\*Operation Suspend Authority\*\*** Port of Astoria Operations Manager or designee is authorized to suspend, terminate project operations under the following conditions.
  - a. Possible life safety hazards,
  - b. Conflicts with other Port or tenant operations,
  - c. Scope disputes
  - d. Other cause determined by Port of Astoria staff.
7. Port of Astoria Staff Review to be completed within 10 business days of submittal for review by tenant or designee. Staff responses will typically be;
  - a. Approved
  - b. Additional Information Required
  - c. Port-Required Work
  - d. Conflicting Uses

### Port of Astoria Tenant Improvement Permit Checklist\*

<b>Required</b>	<b>Permit Source</b>	<b>Permit Type</b>	<b>Date Rec'd</b>
	City or County	Building Permit	
	City or County	Electrical Permit	
	City or County	Plumbing Permit	
	City or County	Erosion Control	
	Oregon DEQ	1200 C Stormwater Permit	
	Other	Other Project Specific Doc's	
	Pacific Power	Easement or other NOS	
	Northwest Natural Gas	Easement or other NOS	
	Applicant	Plan View Project Drawings	
	Applicant	Elevation View Drawings	
	Applicant	Engineered Plans	
	Applicant	As Built Drawings	
	Applicant	Other Project Specific Doc's	
	Applicant	Other Project Specific Doc's	
	Applicant	Other Project Specific Doc's	



## Permitting Matrix for Tenant Improvements

\* The Port of Astoria requires project drawings and “as built” drawings for all work performed. Drawings must be submitted within 30 days of completion. Failure to provide drawings to the Port of Astoria within 30 days of completion, may result in utilities disconnect and/or lease penalties up to and including 3% of monthly lease rate per day.

### ***Staff Review Report with Authorization to Proceed***

#### Port Staff Review Routing

<i>Dept.</i>	<i>Date</i>	<i>Initial</i>	<i>TIP # Assigned</i>
Operations			
Property			
Maintenance			

Port Staff Review Comments: (Write legibly or attach comments and requests. Include date and name)


### **Authorization to Proceed**

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

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

\_\_\_\_\_  
Jim Knight, Executive Director

\_\_\_\_\_  
Date of Authorization