



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*

Required	Permit Source	Permit Type	Date Rec'd
	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	



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* 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