

When is a TCAA Required?

If a project requires **any** of the items listed below, the project **is not** considered minor maintenance and will require a fully executed Tenant Construction or Alteration Application ("TCAA") to receive a Notice to Proceed. The project is not "Minor Maintenance" if:

- **The project requires City of Tulsa or Tulsa County permits.**
- **Project is within the SIDA boundary or in the Sterile Area.**
- **The project is within the AOA and located outside of the building.**
- **The project affects aircraft operations.**
- **The total project cost is more than \$25,000.**
- **The project changes the internal and/or external footprint of a facility/lease space.**
- **The project affects security fences, gates, doors or the TSA Checkpoint.**
- **The project Requires an FAA Form 7460-1 Airspace Study.**
 - i.e. projects that require equipment that is taller than a standard-sized pick-up truck (14ft or below).
- **The project requires the involvement of a Licensed Architect or Professional Engineer.**

Any tenant ("tenant" or applicant") that wishes to pursue Minor Maintenance on the Sublease, a Minor Maintenance TCAA must be approved by the airport. The following items will be needed to complete this application.

- **The TCAA form must be completed and signed by the applicant.**
- **Provide Insurance per the requirements of the Minor Maintenance TCAA;**
 - **If the tenant has decided not to require the contractor to supply the standard coverage outlined by the TCAA for Minor Maintenance, the applicant must include the following statement with their application: "I have examined the risk associated with this project on an airport, and understand that regardless of the availability of an insurance policy or appropriate insurance limits from any of my contractors or their subcontractors, that all Terms and Conditions of the Sublease Agreement will govern including with regard to the insurance and indemnity provisions of the Lease Agreement."**
 - **Provided the Tenant has made the statement above on the signed TCAA, the applicant will not be required to submit any additional insurance documentation other than what is required under the Sublease Agreement; and,**
- **A rough schedule for the work is required (start and end dates).**

Repairs and Emergency Maintenance:

Routine maintenance, repairs and emergency maintenance to leasehold spaces that are exempt from the city/county permitting requirements and are considered minor maintenance under the specifications listed above, do not require approval by the airport. However, by doing such work themselves or hiring the work to be done on the tenant's behalf, the tenant shall be required to notify TAIT in advance of the start of work and accepts responsibility for any damage, injuries, etc. that occur because of the work. If the tenant prefers to have a contractor do the work and provide separate insurance that extends protection to the airport, the tenant must follow the normal TCAA process as stated in their lease agreement.