



City of Rapid City
4550 Terminal Road, Suite 102
Rapid City, South Dakota 57703
(605) 394-4195

Construction Application:

City of Rapid City - *Rapid City Regional Airport*

Thank you for your interest in construction at Rapid City Regional Airport (RAP). There are four governmental agencies involved in the approval process: the RAP Board of Directors, the City of Rapid City Building Services Division, the EPA, and the FAA.

Accordingly, the time-frame for the required forms/plans submittals, reviews, and approvals can take between 90-120 days. For this reason, it is extremely important that you work closely with RAP staff to ensure each step of the process is addressed.

Listed below are the steps to be followed in the approval/construction process:

- Review RAP Minimum Standards, General Provisions, and Rules and Regulations
- Complete & submit a Construction Application to RAP staff.
- Complete & submit a General Aviation Operators Permit Application (if applicable).
- RAP staff will review application(s) & make recommendation to the RAP Board.
- RAP Board will review and approve/deny application(s).
- Upon application approval, if a lease is required, RAP Board will provide Notice of Intent to enter into a long-term lease and use agreement (or short-term lease option for the purposes of design and construction). Public hearing will be held and based upon the hearing, the Board and Lessee may execute an agreement.
- Upon application approval, if an addendum to an existing lease is required, RAP Board and Lessee will execute the addendum. (No public hearing required).

AIRPORT CONSTRUCTION APPLICATION

- Submit final building plans to RAP Staff for engineer's review and comment.
- RAP Board will approve/deny final building plans.
- Complete FAA Form 7460-1 Notice of Proposed Construction and submit to FAA.
- Obtain DENR Permit (if applicable).
- Submit a Storm Water Pollution Prevention Plan (SWPPP) (if applicable).
- Submit a Spill Prevention, Control, and Countermeasure (SPCC) (if applicable).
- Submit City of Rapid City Building Permit Application and obtain Building Permit.
- Receive FAA Construction Approval.
- Begin construction in accordance with approved plans and requirements.
- RAP Staff and City Engineer will conduct in-work and final building inspections.
- After construction is completed, submit "As Built" plans to RAP Staff and obtain a Certificate of Occupancy from the City Engineer.
- Obtain a SASO Certificate if applicable.
- Occupy Improvement.

Applicant Name: _____

Applicant Mailing Address: _____

Contact Information: _____ Name & Title
(_____) _____ - _____ Telephone _____ E-mail

Reason for Application: _____

Proposed Location: _____

AIRPORT CONSTRUCTION APPLICATION

Building Use: _____

Building Size: _____ **Length** _____ **Width** _____ **Height** _____

Notes: _____

(Hangars: Approximate Hangar Door Size and access direction, Number of Units, etc.)

Type of Construction Materials Proposed:

Metal Wood Metal/Wood Combo Other _____

Exterior Colors:

_____ **Main** _____ **Trim** _____ **Doors** _____ **Roof**

Utilities Requested: (Access Only – Tenant is responsible from utility source to building)

Electrical Water Sanitary Sewer Telephone Natural Gas

Contractor's Name: _____

Contractor's Address: _____

Contractor's Business Phone: _____ **Cell Phone:** _____

I understand I am required to contact the Rapid City Building Inspection Department (605-394-4157) to determine the appropriate building codes, to coordinate the proper plan review, and obtain the appropriate building/construction permits.

I understand I am required to provide the Rapid City Regional Airport a copy of all plans and specifications required to be submitted to the Rapid City Building Inspection Department.

I certify that if any information provided on this application changes as result of my own action or a requirement from the FAA, the Airport Board, or the City Building Inspection Department, then I will advise the Airport Director in writing of such changes.

I understand that submittal and approval of this application does not constitute an agreement or commitment by the Airport Board to lease the desired facilities as proposed in this

AIRPORT CONSTRUCTION APPLICATION

application. Such commitment by the Airport Board shall only be completed through an approved lease agreement that shall further call out the responsibilities of the Applicant and Airport Board.

I understand that I and/or my contractor will be required to meet with airport staff to review site plans, airport perimeter access points, and airport procedures for safety and security of airport construction projects.

I understand the following timeline of activities is approximate and shall be used as a guideline to coordinate the application review and approval process.

- 1) Construction Application, plans and specifications reviewed/approved with the City Building Inspection Department and Airport Board *(30-60 day process)*
- 2) Lease Agreement *(60 day process)*
- 3) FAA Form 7460-1 Notice of Proposed Construction *(90-120 day process)*

Applicant's Signature

Date

***** Board Administration Use Only *****

Variance Required: Yes No Reason: _____

Airspace Submittal Date: _____ Approved: _____

Airspace Determination #: _____

Locates Requested: _____ Completed: _____

Notes: _____

Building Permit Issue Date: _____

Airport Board Construction Site Approval: _____

Airport Board Variance Approval: _____

Public Hearing on Lease: _____ Lease Approval Date: _____