

## Concept and Construction Approval Process

For any improvements made on airport property, a request for a Concept or a Construction Approval must be submitted to:

Jeffrey C. Smith, Chief Airports Engineer  
Los Angeles World Airports  
Facilities Engineering and Technical Services Division  
7301 World Way West, 5th Floor  
Los Angeles, CA 90045.

The request must include the project location, scope of work (project description), estimated cost, project schedule, and any drawings, diagrams, renderings, etc., necessary to convey the concept/construction and allow Los Angeles World Airports (LAWA) to make an informed decision. Please include 3 sets of the drawings and one CD. The complete processing period typically ranges from 4-6 weeks.

The project will be assigned to a Project Engineer who will review your submittal and contact you to request an electronic (pdf via email) copy of your submittal. The project engineer will act as the coordinator with the other LAWA Divisions that will review and provide comments/conditions on the project. The review period will last a minimum of 10 working days depending on the scope and complexity of the project.

The Project Engineer will collect all comments and issue either a Concept or Construction Approval Letter with conditions or a Denial letter with explanation to the Permittee (Tenant or Concessionaire). This will take additional minimum 10 working days. After approval, and before construction can begin, LAWA Facilities Engineering and Technical Services Division must receive, review and approve the final construction documents (3 copies). The Permittee will be notified as to whether to proceed, proceed with conditions, or to resubmit (if major corrections are required). Resubmittal will require another review lasting approximately 10 working days.

A Construction Approval issued by LAWA does not exempt the Permittee from separately obtaining all required clearances, permits, and inspections as applicable from the City of Los Angeles ([www.lacity.org/LADBS/](http://www.lacity.org/LADBS/)), City of Ontario, County of Los Angeles, County of San Bernardino, SCAQMD, TSA, FAA, or any other regulatory agency. Evidence that these agency permit requirements have been fulfilled must be submitted to LAWA before the Permittee may begin Construction.

When the Permittee has met all conditions and is ready for Construction, they must request a Pre-Construction Meeting. This meeting will cover the scope of work, schedule, working conditions, and any outstanding matters. Concept and Construction approvals include an acknowledgement of all the conditions contained therein, that must be signed by an authorized representative of the Permittee and returned to LAWA no later than the date of the pre-construction meeting. Prior to the start of construction insurance and bonds must be on file and approved by LAWA. Construction must start within 180 days of issuance of the Approval or it will expire unless a written request to extend the time is submitted and approved prior to the expiration date.

The Permittee's construction will be regularly inspected by a representative of the LAWA Inspection Division to ensure on-going compliance with all the conditions of the Construction Approval. The Inspector will assist the Contractor with any required utility shut-downs and tie-ins. At the conclusion of the construction, as-built drawings must be submitted to LAWA.