



## **TIP Application Requirements**

1. Tenant must secure all required permits for requested work. A copy of the permit **MUST** be submitted with the TIP form, including City of Huntsville permit that is required for anything over \$50.00.
2. Contractor doing work **MUST** carry the same insurance levels as the airport would require when having a contractor do work. See attached sheet for details.
3. Contractor performing the work must be licensed.
4. Electrical load diagram/analysis are required – amperage, voltage, etc.
5. All supply and control power **MUST** be in conduit.
6. Tenant will provide updated as built drawings. Our office will be required to provide the tenant with the current drawings. In most cases, tenant will need to have our current drawing redrawn as most of ours are .pdfs.
7. Tenant will update the electrical panel schedule/legend.
8. Must coordinate with E&F to kill power to the panel in order to install breakers.
9. After the work is complete, an airport project inspector must inspect the work and sign off on it.



## **Requirements for All Projects**

1. **Certificate of Insurance** – All Entities successful in obtaining work with HMCAA are required to provide a Certificate of Liability Insurance evidencing required insurance coverage and contractual verbiage prior to the commencement of any work or use of the HMCAA facilities; however, failure of HMCAA to procure the Certificate of Insurance does not waive any insurance provisions.
2. **Additional Insured** – All Entities successful in obtaining work are required to name the Huntsville Madison County Airport Authority as Additional Insured prior to the commencement of any work or use of the HMCAA facilities on all coverage with exception given to the Workers Compensation and Professional Liability.
3. Additional Insured status on the CGL shall be through ISO Additional Endorsement CG 20 10 or equivalent that is sufficient to provide coverage for ongoing operations and CG 20 37 or equivalent to provide coverage for completed operations as per the contract.
4. **Waivers of Subrogation** in favor of the HMCAA shall be endorsed to Workers Compensation coverage.
5. **Primary Coverage** – Coverage under the Contractor policy shall be written or endorsed to provide primary coverage to any other valid or collectible insurance. HMCAA coverage is noncontributory.
6. **Thirty (30) day prior written notice** of cancellation, material change or non-renewal.
7. **Limits of Insurance** – It is not the intention of the parties to limit the insurance coverage to the minimum limits stated in the contract but the entire limits of coverage carried if limits are higher than those noted on the Certificate of Insurance.
8. In the event Contractor utilizes a Subcontractor for any portion of the services outlined within the scope of activities, the Subcontractor shall provide insurance of the same type or types and to the extent of coverage noted above and with the minimum limits based upon the subcontracted value.
9. Continued insurance coverage is required for a two (2) year period beyond the completion of any contract. With the exception of Professional Liability which shall require a three (3) year discovery and reporting period beyond the substantial completion date of the professional services.