



## Temporary Activity Permits

A *Temporary Activity Permit* is required to conduct any special events, static displays, commercial photography or construction activity on the airport or on private property that is located adjacent to airpark taxi lane safety easements. A Temporary Activity Permit – Warranty is required for warranty work to be conducted on airport. There is a Temporary Activity Permit Fee of \$50.00.

If Operations escort support is needed. Please inquire about availability. If applicable, there is a \$50 per hour rate, with a minimum of an hour fee charged. This is due and payable upon approval of the permit.

### Checklist for special events and static displays:

	Complete a Temporary Activity Permit.
	Submit a detailed event site plan depicting event perimeter and how it will be secured (cones, stations, fencing, etc.), please include who will monitor event area. <i>Note: Grills, barbecues, outdoor heaters and/or tiki torches must be located at least 50 feet away from any aircraft, fuel source or fuel truck.</i>
	Submit a certificate of insurance (include any automotive liability for vehicles) – naming City of Scottsdale as additional insured for \$2 mil. general aggregate liability, \$1 mil per each occurrence and, if applicable, \$2 mil auto liability. The certificate holder is: The City of Scottsdale, Scottsdale Airport, 15000 N. Airport Drive, Scottsdale, AZ 85260.
	If event will take place at one of the airport’s Fixed Based Operators or other airport tenant’s leasehold, please provide email or letter of approval from tenant.
	Submit a detailed parking plan. The plan should include designated off-site parking areas, whether valet will be offered, ride share pick up/drop off areas, and any need for impact to street access. Applicants are responsible for ensuring that adequate parking is available or provided for their attendees, vendors and staff. The Aviation Business Center (ABC) parking lot should not be used for event parking. This area must remain open for airport and restaurant use. The parking plan should explain how parking in the ABC lot will be avoided and managed by event personnel (i.e. off-duty police, security, event staff monitoring and signage).
	Will the event have catering, liquor sales or any other exchange of money? If so, a city Special Event Liquor License may be required. See <a href="http://scottsdaleaz.gov">City of Scottsdale - Special Event at Scottsdale Airport/Airpark (scottsdaleaz.gov)</a> for more information.

### Checklist for Technical Specialty – Maintenance Work (Warranty)

	Complete a Temporary Activity Permit – Warranty
	Provide certificate of insurance(s) if a current certificate is not on file. The certificate should name the City of Scottsdale as additional insured for \$2 mil. general aggregate liability, \$1 mil per each occurrence and, if applicable, \$2 mil auto liability. The certificate holder is: The City of Scottsdale, Scottsdale Airport, 15000 N. Airport Drive, Scottsdale, AZ 85260. If applies, include automotive liability. See Airport Minimum Operating Standards Insurance Requirements.
	Mark your vehicle(s) with company name while performing work and airside.

	Warranty Authorization from OEM
	Approval from property owner /hangar operator (email accepted) that the work may take place on their leasehold/property.

**Checklist for construction projects:**

	Complete a Temporary Activity Permit
	Provide certificate of insurance(s)
	Provide a site plan of construction area
	Describe impacts to ramp, aprons, taxilanes or taxiways
	Submit a barricade plan
	Provide product specifications for pavement maintenance projects

**Checklist for commercial photography:**

	Complete a Temporary Activity Permit, include specific details on scope of photo or video shoot (i.e. number of people involved, specific location for shoot etc). The permit and insurance certificate should be provided from the photographer/videographer.
	Submit a certificate of insurance (include any automotive liability for vehicles) – naming City of Scottsdale as additional insured for \$2 mil. general aggregate liability, \$1 mil per each occurrence and, if applicable, \$2 mil auto liability. The certificate holder is: The City of Scottsdale, Scottsdale Airport, 15000 N. Airport Drive, Scottsdale, AZ 85260.
	If event will take place at one of the airport’s Fixed Based Operators or other airport tenant’s leasehold, please provide email or letter of approval from tenant.