



Airpark - Aircraft Engine Overhaul Services Aeronautical Business Permit Checklist

Company/Applicant Name _____ **Date** _____

Applicants are encouraged to schedule a pre-application meeting with the Aviation Department by calling 480-312-2321. Airport staff will review the items required for the permit. It is the responsibility of the applicant to submit all of the required items. Applications that are incomplete or missing items cannot be processed.

Part 1 – General Requirements

- 1. Scottsdale Airpark Aeronautical Business Permit Form** – Complete the form in its entirety
- 2. Articles of Organization** - Applicants must provide one of the following: 1) if the applicant is a Corporation, a copy of the Articles of Incorporation as filed with the Corporation Commission; 2) if the applicant is a Limited Liability Company, a copy of the Articles of Organization filed with the Corporation Commission; 3) if the applicant is a Limited Partnership, a copy of the Certificate of Limited Partnership filed with the Secretary of State; 4) if the applicant is a General Partnership, a copy of the written partnership agreement.
- 3. Documentation Regarding Authorized Representative** - If the applicant is not listed on the Articles of Organization, the applicant must secure a letter from one of the company Officers listed on the Articles of Organization. This letter, written on company letterhead, must indicate the applicant has permission to act on behalf of the company and include the current contact information for the Officer granting permission.
- 4. Description of the Scope of Service** - Provide details on the intended scope of operations and types of services to be offered
- 5. City of Scottsdale Business/Privilege Tax License** - The applicant must provide a copy of their Scottsdale Business/Privilege Tax License if the applicant maintains an office in the City, advertises its location or customers are able to visit the location. A copy of the application and proof of fee payment is also acceptable.

Part 2 – Airpark Minimum Operating Standards

- 6. Proof of Property Ownership or Lease/Sublease Agreement** - Applicants must own or lease sufficient office space, hangar/shade facilities to accommodate the proposed operations. Provide a copy of these documents.
- 7. FAA Compliance** - The applicant must provide a copy of a current FAR Part 145 Certificate or be certified by the FAA with ratings appropriate to the work being performed.
- 8. Insurance Certificates** - The applicant must provide the certificates and supporting documentation in accordance with Article 4 and Attachment A specifically required for this Minimum Operating Standard in the Airpark.

Part 3 - Fees

- **Fee payment** – Aircraft Engine Overhaul Service operators will receive an Aeronautical Business Permit annual payment form from the Aviation Administration office. The annual fee for the permit is \$300 paid in advance.

Internal Use Only:

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| <input type="checkbox"/> Account Number | <input type="checkbox"/> iNovah Entry | <input type="checkbox"/> ABM Database Entry | <input type="checkbox"/> Airport Advisory Commission |
| <input type="checkbox"/> Payment Form | <input type="checkbox"/> Certificate | <input type="checkbox"/> Create Hard File | <input type="checkbox"/> Update Web Page |

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