



Temporary Activity Permits

A *Temporary Activity Permit* is required to conduct any special events on the airport or on private property that is located adjacent to airpark taxi lane safety easements. This includes static displays, technical specialty work, commercial photography and construction activity. There is a Temporary Activity Fee of \$50.00 per hour, with a minimum of an hour fee charged, due and payable upon approval of the permit.

Checklist for special events and static displays:

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| | Complete a Temporary Activity Permit (provided below). |
| | 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. An Operations staff member may be available to assist for an additional fee. <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. |
| | Does your event require off-site parking, valet services, street closures, catering or liquor sales? |

Checklist for Technical Specialty – Maintenance Work (Warranty) & Commercial Photography:

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| | Complete a Temporary Activity Permit |
| | Provide certificate of insurance(s), if a current certificate is not on file. The certificate should include automotive liability – naming City of Scottsdale as additional insured and as the certificate holder: The City of Scottsdale, Scottsdale Airport, 15000 N. Airport Drive, Scottsdale, AZ 85260. See Airport Minimum Operating Standards Insurance Requirements. |
| | Mark your vehicle(s) with company name while performing work and airside. |

Checklist for construction projects:

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| | 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 |