

WCAA C/A PERMITS TENANT / LESSEE ADD/CHANGE FORM

March 4, 2020

This form is to be used to add a new Tenant/Lessee/Etc. company to the CA Permits system. This will enable the company to initiate and manage Permit Requests for any work being performed on Wayne County Airport Authority property.

All requests to add or change company information should be sent to Permits@WCAA.US. Each "Contact" will receive an introductory e-mail when system access is granted.

NEW COMPANY INFORMATION

Tenant/Lessee Name:	
Corporate Address:	
Local Address:	
Airport:	
Airport Location (if known):	
*Primary Contact-Name:	
Primary Contact-Phone:	
*Primary Contact-E-mail:	
Primary Contact Address	

Additional Tenant Contacts

Name	Street Address	City	State	ZIP	Phone	E-mail	¹ Role / Function

¹ Available Roles:

Applicant

At least one is required; authorized to submit new permits and edit existing permits across the tenant company. (e.g. Primary contact, project manager)

Applicant Team Member

Authorized to upload documentation in support of a specific project / application and may create a draft permit. This user will only see documentation for the project / application to which they are assigned. (e.g. Contractor, Designer, impacted applicant resources)

Applicant Viewer

Authorized for 'read only' access to information on any project / application associated with the tenant company (e.g. C-Level executives)