

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

December 11, 2014

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](mailto: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:	<i>N/A if the same as Corporate</i>
Airport:	DTW / YIP
Airport Location (if known):	<i>Building / Site #</i>
*Primary Contact-Name:	<i>Mandatory Field; request will not be processed without at least one person associated with the company.  This person must be authorized to initiate permit applications on behalf of the company.</i>
Primary Contact-Phone:	
*Primary Contact-E-mail:	<i>Mandatory Field; request will not be processed without the Primary Contact's E-mail.</i>
Primary Contact Address	<i>Corporate or Local?</i>

## Additional Tenant Contacts

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

### <sup>1</sup> 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)

