

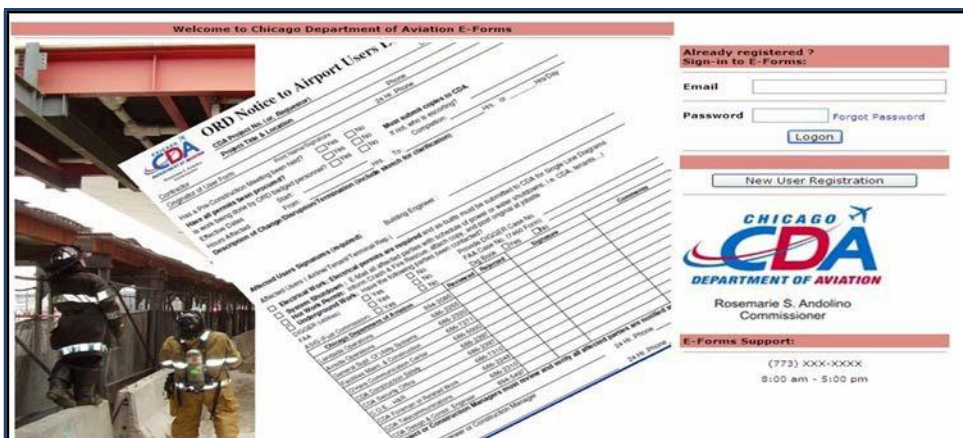
# Online Notice to Airport User Form Quick Reference Guide

All Contractors/Tenants performing work at the Terminals, Airside or Landside of O'Hare International Airport must submit an electronic Notice to Airport Users Form to the Chicago Department of Aviation (CDA) Facilities.

The electronic form can be found at <https://eforms.cityofchicago.org>

Note: No work may occur until the Form is reviewed by CDA Users Form Committee and Affected users. It is the Contractor's/Tenant's responsibility to submit Users Forms in a timely manner to ensure proper committee review prior to scheduled start of work. All proposed work shall comply with the CDA Construction Safety Manual.

## Working with the Online Notice to Airport User Form



### Already Registered?

If you are already registered then Login

### To register

1. Click on New User Registration
2. Complete the user registration page
3. Click on Submit

### New User Registration

Please enter contact info (\* indicates required field)

\* First Name :

\* Last Name :

\* Company Name :

\* Email :

\* Do you have a CDA CPICS login ID? :  No  Yes

\* Password :  Password must be atleast 8 characters long

\* Retype Password :

Phone : (  )  -

\* 24 hour phone : (  )  -

Fax : (  )  -

\* Address Line 1 :

Address Line 2 :

\* City :

\* State :

\* Zip :



### The Menu

The main menu displays after login. Menu options can be accessed by using either the drop down menu or the menu displayed on the main screen.

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### Other Important Notes

- If Hot Work Permit is selected, the Hot Work Permit must be attached.
- If Road Closure or Passenger Flow is selected, the Traffic flow plan must be attached.
- If Electrical is selected, the Electrical Permit must be attached.
- If applicable, attach a copy of the approved FAA 7460 form and a site map indicating equipment height and location (required for the use of construction cranes, soil boring rigs, the erection of a new structure, or other situation that may pose a hazard to air navigation) These forms can be attached using the project attachment screen
- Affected users will be notified via automatic email.
- Appropriate persons for all types of shutdown will be notified via automatic email.
- At project completion the online form must be updated with dates of completion, punch list walkthrough date and redline drawings due dates.

### The Users Form

Click on "Online Forms" from the menu and select an appropriate menu option based on what you wish to accomplish.

Some information is pre-populated such as the form Originator, Contractor, 24hr Phone, etc.

All fields are required:

1. Select the project type
2. If prompted, select a project number or enter a project title.
3. Click on the map button and pick a location
4. Indicate if the work is Emergency
5. Work Types are based on the Location of the work. Select work type(s)
6. Digger Case no, Dig book, FAA, ASIG – these are required if Underground Work was selected.
7. Pre-Construction/Pre-Activity Meeting – Must be held or scheduled for all Construction Projects before work begins
8. Permits - Must be obtained by the Contractor/Tenant before submitting the Form
9. If work is not being done by CDA personnel, identify the person who will escort.
10. Indicate the project time frame
11. Enter a clear description of the work scope. Provide exact location.
12. Select affected user(s)

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### Closing Out a Form

**Form Closeout :**

Substantial Completion Date : 02/02/2012

Punchlist Walkthrough Date :

Red Line Due Date : 02/02/2012

Attach Red line drawing:

No Image Yet

#### Other Important Notes

- If the Red Line Drawing is not attached, it must be attached by the due date entered.

#### Form Close-Out

The Notice to Airport Users Form must be closed out by entering the:

1. Substantial completion date
2. Punchlist walkthrough date
3. Red Line drawing due date or attaching the Red Line drawing

### Reviewing a Form

**Form Review :**

Change Status : Reviewed

Comments :

#### Other Important Notes

- When a form is rejected or held for additional information, the Contractor and Construction Manager will receive an automatic email notice. The Contractor should revise the form as appropriate before resubmission.
- **The final reviewed Notice to Airport Users Form must be printed and posted at the job site before work is started.**

#### Form Review

The form must be reviewed by multiple parties including the Project/Construction Managers, affected parties and CDA personnel.

1. Select a review Status from the drop down list
2. Enter optional comments unless required by status