

## **Minor Works Application (MWA) Overview**

The tenant follows the Minor Works Process once the Tenant Coordinator (TC) issues a Project Initiation Form confirming that the planned work may proceed under a Minor Works Application.

The Minor Works Application process is to be followed for work over and above routine maintenance that does NOT involve code issues or impact any life safety systems, fire protection system, ventilation, egress changes, facility structural integrity, or hazardous materials.

Examples of minor works projects include the following:

- Carpeting or upholstery
- Low voltage electrical work, e.g., phone lines
- Replacement in-kind lighting or plumbing fixtures
- Base wainscot & other moldings
- Retail fixtures (except counters which require code reviews)
- Marking work done for realignment of an aircraft parking position within the same gate or parking stand boundary with no change in aircraft size and no impact to adjacent gates
- Restriping of ground service equipment services/parking area within the same aircraft gate or parking stand boundary with no change in aircraft size and its safety zone marking
- Routine maintenance activities that require a tenant to obtain additional insurance over and above existing lease requirements, e.g., where external contractors are required to perform work at PA locations.
- Track maintenance at marine terminals.
- Invasive survey or testing work.

[Note that in all instances the size, location, scope, complexity, or temporary works required for completion may necessitate a Tenant Alteration Application]

Submit the Minor Works Application and all supporting documentation under cover letter on tenant's letterhead to the TC for review and approval prior to installation.

All submittals are digital. If licensed professional(s) are required to sign and seal design documents, every design professional must have [PA approved third party verified digital signature and seal](#) in place prior to the submittal.

Submittal should include:

- Tenant Cover Letter signed by Tenant representative.
- Drawings showing the location and extent of proposed work (if prepared by a licensed professional, drawings are to be signed and sealed, as required, e.g., food establishments).
- Certificate of Insurance (COI)
- Safety data sheets or other documents signed by the tenant Contractor's insurance certificate.
- M/WBE Participation Plan (if applicable).
- Documentation of code conformance such as finishes (if required)
- Catalog cuts for all equipment in food establishments.
- Other documents as required by the scope.

If any comments are generated as a result of PA review, they should be addressed prior to the start of work.

Tenant's team attends a Pre-Installation Meeting with the TC to review the installation activities and facility rules. The tenant's contractor and any licensed design professionals (if required) should attend.

Once the TC is satisfied that all information has been received in the format and detail required, and that the proposed minor works are acceptable to the PA, an Approval to Install will be issued to the Tenant.

The Installation Permit on form [\(PA 2714-MWA\)](#) is to be displayed at the work location.

Installation is limited to the scope described by the PA-approved documents. The contractor must follow all PA construction guidelines and rules as may be applicable to the specific project.

Only work in accordance with PA-approved scope and plans will be permitted to be undertaken. Modifications to scope are to be communicated to the TC and additional documents submitted as necessary to update the Minor Works Application submission. A change in scope beyond the approved activities may trigger the need to follow the Tenant Alteration Application process. The TC will advise and issue a revised project determination based on the updated Minor Works Application submission. The TC monitors installation activities to track progress and to ensure work adheres to the PA-approved documents.

Once the installation work is complete, the tenant submits a Completion Form [MWA Ph 3 03](#) to the TC. Inspections will be arranged, if necessary, by the TC. Inspections are required for all food establishments.

Once all inspection comments are resolved, the TC will issue a close-out notification.

## **Forms and Checklists**

- [Project Initiation Form \(PIF\) Rev. September 2025](#)
- [Pre-Installation Meeting Agenda MWA CK 02](#)
- [PA 2714-MWA Installation Permit](#)
- [Minor Works Completion Form MWA Ph 3 03](#)
- [COI Minimum Insurance Requirements](#)
- [COI Landside Construction Sample](#)
- [COI Airside Construction Sample](#)
- [PA3749D - MBE WBE Plan Rev. October 2023](#)