**Airport Notification of Crane Activities**

Please include the following information in your initial notification to the Virginia Tech Airport (540-231-4444) at least 48 hours prior to having the crane on site.

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| 1. Address of the building or location of crane activities. |  |
| 1. Cardinal direction of the crane (north, south, east, west) from the Airport. |  |
| 1. Ground elevation where crane will be set up. |  |
| 1. Elevation of crane. |  |
| 1. Exact start and end date and time. |  |

Verify the following requirements:

1. Crane has the proper aviation flag (3’ x 3’ high visibility orange and white checkered).
2. Crane is equipped with aviation lighting.

Follow the protocols below:

1. Re-notify the Airport if the time frame changes or is extended due to weather or other interruptions.
2. Boom shall be lowered parallel to ground at night if it is not within the masking of the building.

Note: A *Notice of Proposed Construction or Alteration* may be required for cranes located in the vicinity of the Virginia Tech Airport, or where the type of structure exceeds a certain height. It is the property owner’s responsibility to complete this form and return it to the FAA **at least 48 hours before the start** of the construction or alteration work activities. If a *Notice of Proposed Construction or Alteration* must be completed, instructions and form can be found at <http://www.faa.gov/forms/index.cfm/go/document.list/parentTopicID/223>

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| Name | Date Submitted |
| Comments | |