



Commercial Activity Application/Permit

Legal Name of Applicant _____

Business Name(if different) _____

Applicant's Mailing Address _____

Proposed Location Address _____

Primary Contact for Applicant _____

Job Title _____ E-mail _____

Telephone _____ Fax _____

Sublease From _____

This applicant hereby requests the privilege to conduct Commercial Airline Service activities at the Palm Springs International Airport, under the following terms and conditions:

- 1. For commercial firms operating by permit and/or without specific contractual agreements, the Commercial Service Fee requirement to the Palm Springs International Airport is 7% (seven percent) of gross revenues including all service fees billed by Permittee and collected. Proceeds from the sale of capital assets, or the amount of any local, state, or federal tax are NOT subject to this gross revenue fee.*
- 2. The 7% (seven percent) of gross revenue commercial services fee is applicable to all firms acting as a service provider at the Palm Springs International Airport.*

COMMERCIAL AIRLINE SERVICES PROVIDED

	Ground Handling (AKA Below wing)
	Passenger Service (AKA Above wing)
	Curbside Passenger/Baggage Check-in
	Wheelchair/Disabled Pax Handling
	Catering
	Aircraft Cleaning
	GSE Maintenance
	Aircraft Charter (7% gross revenue does not apply)
	Local Baggage Delivery Service (7% gross revenue does not apply)
	Other

PERMIT CONDITIONS

1. *Permit limitations:* This permit may not be assigned or transferred and is limited to the approved activities in the location designated and intended for specified permitted use.
2. *Information changes:* The Applicant shall notify the Executive Director of Aviation in writing within 15 calendar days of any change to the information submitted in this application.
3. *Insurance:* The Applicant shall maintain all required insurance coverages pursuant to the Airport's Minimum Requirements.
4. *Indemnification:* The Applicant shall indemnify the City of Palm Springs pursuant to the Airport's Minimum Requirements.
5. The Applicant shall pay all applicable rents, fees, and other charges including late fees, interest, and penalties without offset of any kind.
6. *Compliance with Regulatory Measures:* The Applicant shall comply with all applicable federal, state and local Regulatory Measures, including the Airport's Minimum Standards, Rules and Regulations, Lease/Rates and Charges Policy, Airport Certification Manual, Airport Security Plan, Airport Emergency Plan, and Development Guidelines, all as may be amended from time to time.
7. *Statement of Gross Revenue report is due by the 15th following each month end.*

If at any time the Applicant does not comply with all the terms and conditions of this Permit, the Permit shall be invalid and revoked. The permit fee is non-refundable. The undersigned Applicant certifies that he/she is authorized to sign for the business and agrees to abide by all terms and conditions under which this request is granted.

Applicant Name

Applicant Title

Applicant Signature

Date

*****For Palm Springs International Airport Administration Use Only*****

Site Visit Date

By

Permit will be valid for one year from date of approval. From _____ to _____

- ☐ Applicant meets minimum requirements per Ordinance No. 1693
- ☐ Current business license – copy attached
- ☐ Current insurance certificates
- ☐ Copy of sub-lease – if applicable
- ☐ Badging / ASP requirements satisfied
- ☐ Permit fee paid - Amount (\$625.00) Payment Method _____
Date _____
- ☐ Applicant **does not** meet minimum requirements; variance or exemption documentation attached.

Permit Approved By _____ Aviation Director (or) Designee Date _____

Comments:

Note: All checks should be made out to The City of Palm Springs and mailed to the following address:

Palm Springs International Airport
3400 E. Tahquitz Canyon Way, Suite OFC
Palm Springs, CA 92262