



## LAX - AIRFIELD PERMITS UNIT

### INFORMATION AND PROCEDURES FOR OBTAINING A NON-EXCLUSIVE REVOCABLE FUEL DELIVERY SERVICE PERMIT AT LOS ANGELES INTERNATIONAL AIRPORT (LAX)

A Non-Exclusive Revocable Fuel Delivery Permit (Permit) is a contractual agreement, issued through the LAX Airfield Permits Unit, granting the non-exclusive right to provide fuel delivery services at Los Angeles International Airport (LAX) under the authority of Los Angeles World Airports (LAWA): This permit is issued between LAWA and any company providing fuel delivery services to another company or air carrier at LAX.

The following items are provided as a guideline to assist you in obtaining a Permit. Other requirements, as determined by the Manager of Airfield Permits, may be needed to complete the permit process. Airfield Permits staff will advise you of any additional requirements upon review of your request.

#### **REQUIREMENTS**

To obtain a Fuel Delivery Permit, please provide the following information/documentation:

1. Letter of Intent - On your company letterhead, state the following (according to the attached template):
  - a. Description of fuel services to be provided.
  - b. Entities that will receive the fuel.
  - c. Contract Number.
  - d. Length of contract, including beginning and ending dates.
  - e. Indicate if your company has a Right-of-Way lease agreement with LAWA for a pipeline. state the LAWA contract number.
  - f. List entities that are to receive fuel from your company.
  - g. Indicate if you require pedestrian access to the airfield.
  - h. Indicate if you intend to drive motor vehicles on the airfield, and, if so, provide justification for this need.
  - i. State specific contact information for this application package.
2. Verification Letter – A letter on company letterhead from LAXFUEL and/or the fixed base operator(s), confirming the following information (according to the attached template):
  - Description of fuel services to be provided;
  - Length of contractual agreement with your company – beginning and ending dates;
  - List entities that are to receive fuel from this fuel company;
  - Indicate if the fuel company requires pedestrian access to the airfield;
  - If the fuel company intends to drive motor vehicles on the airfield, provide justification for this need;
  - State specific contact information for LAXFUEL and/or the fixed based operator(s).



3. Business Tax Registration Certificate (BTRC) or Vendor Registration Number (VRN) – Provide a copy of your company’s BTRC or VRN issued by the Los Angeles Office of Finance.

Phone: (213) 473-5901

Web site: <http://finance.lacity.org/>

4. Corporate Documentation – A copy of your business entity’s Articles of Incorporation, Limited Liability Partnership, Limited Liability Corporation or Sole Proprietorship documentation is required, documenting the legal name. For DBAs a copy of the Fictitious Business Name Statement is also required. Out-of-state documentation is acceptable. For information regarding these requirements, you may visit the following websites:

Corporate Documentation –

California Secretary of State

Phone: (916) 657-5448

Website: <https://bizfileonline.sos.ca.gov/>

Fictitious Business Name Statements –

Los Angeles County Registrar-Recorder/County Clerk

Phone: (800) 815-2666; Recorded Message: (562) 462-2177

Website: <https://www.lavote.gov/home/county-clerk/fictitious-business-names/filing/who-should-file>

5. Insurance – Must be approved by the Department’s Insurance Compliance Division. *(Not required at the time you submit application. We will request insurance documents at a later date, upon our review of your application.)*

- Web site: <https://www.lawa.org/groups-and-divisions/risk-management>
- For questions regarding insurance, please call **(424) 646-5480** or email [riskinsurance@lawa.org](mailto:riskinsurance@lawa.org).

6. Information Sheet – Complete enclosed form

7. Security Deposit – Must be irrevocable letter of credit in the amount equaling three times the monthly estimated compensation or \$5,000.00, whichever is greater. *(Not required at the time you submit your application. We will request this document at a later date, when we receive your company’s corporate signatures on the Permit.)*

8. Property Leasing/Subleasing – For operations which require Right-of-Way lease agreement, a LAWA lease or approved sublease must be in place prior to the issuance of the Fuel Permit.



## **FEES**

All Permittees are required to report, on a monthly basis, all aviation fuel delivered to Airport and/or tenants, and submit the appropriate fees. Fees associated with the Fuel Delivery Permit will be calculated as follows:

Fuel delivered to LAX:

- Aviation turbine fuel and aviation gasoline – three cents (\$0.03) per gallon for all fuel delivered to non-permitted air carriers and suppliers/re-resellers/ brokers that do not have a Fuel Delivery Permit.

1. Administrative service fee:

- \$1,000.00 per year, due annually on July 1, whether or not services have been provided

To obtain a Fuel Delivery Permit, please submit your application package, by U.S. Mail, in person; by express delivery, or by email to:

**By mail:**

Los Angeles World Airports  
Airfield Permits Unit  
P.O. Box 92216  
Los Angeles, CA 90009-2216

or

**In Person:**

Airfield Permits Unit  
7301 World Way West  
Room 100  
Los Angeles, CA 90045

**By E-mail:**

[Airfieldpermits@lawa.org](mailto:Airfieldpermits@lawa.org)

If you have any questions, please contact the Airfield Permits Unit:

Phone: (424) 646-5880. FAX: (424) 646-9269

## LETTER OF INTENT TEMPLATE (FOR FUEL DELIVERY PERMIT)

[Date]

LAX Airfield Permits Office

**Attn:** [Name of Your Airfield Permits Contract Administrator/Analyst]  
P.O. Box 92216  
Los Angeles, CA 90009-2216

**Subject: Letter of Intent**

[Your Company Name] has an agreement with [Sponsoring Company(ies), i.e. name of company(ies) who awarded you the contract]. The agreement number(s) between [Your Company Name] and [Sponsoring Company Name(s)] is/are [00-0000-00000-00]. Agreement (s) [began/is/are scheduled to begin] on [mm/dd/yyyy] and will terminate on [mm/dd/yyyy] (or, until cancellation by either party.)

We will provide fuel for the following entities:

- [List Entities (LAXFUEL, Fuel Brokers, Airlines) Here]

We will provide fuel delivery by the following method(s):

- [Describe in detail, e.g., by truck, pipeline, and/or in-tank trading, etc.]

The fuel will be delivered to the following location(s):

- Please list LAXFUEL Facilities and other locations on LAX Property

[Indicate if your company has a Right-of-Way lease agreement for a pipeline, and state the LAWA contract number.]

We [require/do not require] pedestrian access to the Airport Operations Area (AOA) to provide fuel at LAX.

Vehicle access to the airfield [is/is not] required. Vehicles [are/are not] street licensed.

Our designated authorized signer(s) and certified trainer(s) [is/are] [name(s) of employee(s) and job title(s)].

Job titles for our employees include [list job titles (i.e. manager, foreman, technician, laborer, and driver)]. We are requesting [number of badges] badges.

**Commented [a1]:** Letter must be on Company Letterhead which includes:  
Address, city, state, zip,  
Contact Phone #,  
Fax #,  
Email and/or Web Address

**Commented [GM2]:** e.g., LAXFUEL Corporation or a fixed base operator (FBO)

**Commented [CoLA3]:** Indicate if contract, sub-contract, or at-will agreement. List contract number along with start and end dates, if applicable. If the contract is open-ended and ongoing, please indicate so.

**Commented [GM4]:** Indicate if services are to be provided on-airport property and provide specific work locations.

**Commented [GM5]:** Applicable if airport access badges are required.

**Commented [a6]:** Indicate if airport access badges are required. Approximation of required badges is not a firm number and is considered flexible by the Security Badge Office.

If you require any additional information, please contact **[name of employee(s) and job titles]** at **[phone number(s) and email address(es)]**.

Respectfully,

Commented [a7]: Original signature required.

**[Name of Highest-Ranking Local Authority]**  
**[Title]**  
**[Phone Number]**

**LETTER OF VERIFICATION TEMPLATE**  
(FOR FUEL DELIVERY PERMIT)

[Date]

**Commented [a1]:** Letter must be on Company Letterhead which includes:  
Address, city, state, zip;  
Contact Phone #;  
Fax #;  
Email and/or Web Address

LAX Airfield Permits Office

**Attn:** [Name of Your Airfield Permits Contract Administrator]

P.O. Box 92216

Los Angeles, CA 90009-2216

**Subject: Letter of Verification**

[LAXFUEL or Other Company] has an agreement with [Name of Company that received the contract/ agreement]. The contract number between [LAXFUEL or Company] and [Company that received agreement] is [00-0000-0000-00]. The a [began/is scheduled to begin] on [mm/dd/yyyy] and will terminate on [mm/dd/yyyy] (or, until cancellation by either party).

**Commented [CoLA2]:** Indicate if contract, sub-contract, at-will agreement, maintenance agreement, or warranty.

[Company that received contract/ agreement] will provide fuel to the following entities:

- [LAXFUEL Facilities, brokers, and/or specific airlines]

They will provide fuel delivery by the following method(s):

- [Describe methods in detail, e.g. by truck, pipeline, and/or in-tank trading, etc.]

The fuel will be delivered to the following location(s)

- [LAXFUEL facilities, brokers, and/ or specific airlines]

**Commented [GM3]:** Indicate if services are to be provided on airport property and provide specific work locations.

[Indicate if fuel delivery company owns and operates a pipeline that leads to LAX.]

Pedestrian access to the airfield [is/is not] required to deliver fuel under the contract.

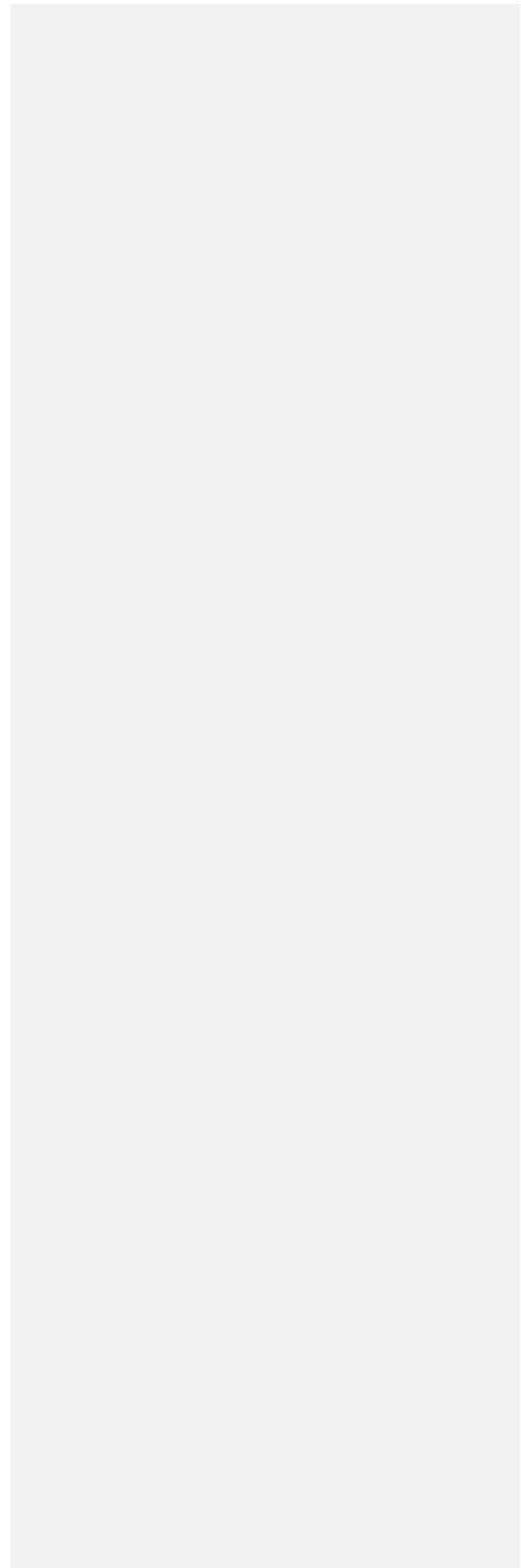
Vehicle access to the airfield [is/is not] required. Vehicles [are/are not] street licensed.

If you require any additional information, please contact [name of employee(s) and job titles] at [phone number(s) and email address(es)].

Respectfully,

**Commented [a4]:** Signature required.

**[Name of Highest Ranking Local Authority]**  
**[Title]**  
**[Phone Number]**





**NON-EXCLUSIVE FUEL DELIVERY PERMIT  
CONTACT INFORMATION**

**BUSINESS INFORMATION**

Corporate (or Legal) Name of Company: \_\_\_\_\_  
Business Name (dba): \_\_\_\_\_  
Corporate Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Billing Contact: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**OPERATIONAL INFORMATION**

Airport:  LAX  Van Nuys      Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Description of service(s) to be provided: \_\_\_\_\_  
\_\_\_\_\_

Leasing/Subleasing Space? Yes / No      From: \_\_\_\_\_

List all companies, air carriers, and/or military for whom contract services will be provided: \_\_\_\_\_  
\_\_\_\_\_

List facilities/areas on LAWA property, including leased premises, where access is required to conduct business: \_\_\_\_\_  
\_\_\_\_\_

Will motor vehicles be utilized on restricted or non-public areas of the airport?  Yes  No

BTRC#: \_\_\_\_\_ VRN#: \_\_\_\_\_

**CONTACT INFORMATION (Designated contact will receive all correspondence from the Airfield Permits Unit)**

Contact Name: \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Form Completed By: \_\_\_\_\_  
*Signature* *Print Name*

Title: \_\_\_\_\_ Phone : \_\_\_\_\_ Cell: \_\_\_\_\_

*(Please attach any other relevant information related to your company or its operations. Thank you.)*