

UNIVERSITY of HOUSTON SYSTEM

UAS/Drone Permit Application - Internal

This UAS Permit Application and all supporting documents should be completed by the requestor and submitted to drones@central.uh.edu a minimum of seven (7) days prior to any proposed UAS operation on any UH System property or at any System or University sponsored event. Additional review time may be necessary for some operations depending upon the complexity of the request. Failure to provide all requested information could result in a delay.

Proposed Location: UH (Central) UH Clear Lake UH Downtown UH Victoria Off-Site (explain in Sec 2)
 Sugarland Campus Katy Campus Other UH System Property (explain in Sec 2)

SECTION 1: REQUESTOR INFORMATION

University/Department: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Department Contact Name: _____ Contact's Phone No: _____

Contact's Email Address: _____ Website Address: _____

Pilot/Requestor's Name (if different from above): _____ Pilot Email: _____

Pilot Mobile Phone Number: _____ Pilot FAA Remote Pilot License Number: _____

What is the purpose of the operation? Research/Education Commercial *Recreation Government/Public

Under which FAA rules do you intend to operate? Part 107 *Exemption (COA/44807/333, etc.) Recreational

*For all commercial and most research/educational operations (with few exceptions), a licensed remote pilot is required to be present at all times. A photocopy of their Remote Pilot's License must be submitted as part of the application, as well as the names and contact information for all crew members. *Exemption documentation must be submitted with the application.*

Recreational operators must successfully complete The Recreational UAS Safety Test (TRUST) before operating on any UHS property or at any UHS sponsored event, and must submit a copy of their completion certificate along with the application.

Name of UAS/Aviation Insurance Carrier: _____

Requestors operating a university owned UAS should have insurance coverage through Risk Management, or reviewed and approved by Risk Management.

SECTION 2: PURPOSE OF REQUEST / PROPOSED ACTIVITY

Provide full details of the proposed operation's purpose and scope. Include specific location and/or coordinates where operation will occur and other relevant details, including planned safety measures. Include any special requests, and backup dates/times in the event of inclement weather. Additional approvals may be required depending upon the intended use and activities associated with the proposed UAS operation.

Date(s) of Operation: _____ Starting Time: _____ Ending Time: _____

Proposed Location(s): _____ Is this a recurring request? Yes No

Additional Information:

Will photographs be taken during flight? Yes No Will video be recorded during flight? Yes No

Will you be flying in controlled airspace? Yes* No * Unless flying under an exemption, all operators must obtain ATC approval (via LAANC or DroneZone) prior to flight and must follow all FAA-issued directives for operations in controlled airspace.

Does the aircraft have any reported accidents? Yes No

Describe contingency plans for malfunction or loss of radio contact and/or loss of UAS: _____

SECTION 3: UAV Information

UAV Type: _____ Manufacturer/Model: _____

Weight (at Take-Off): _____ FAA Registration Number: _____

UAV Type: _____ Manufacturer/Model: _____

Weight (at Take-Off): _____ FAA Registration Number: _____

Submit photos of each UAV that will be operated, showing the affixed FAA registration tag(s) on each. Additional UAVs, and any other equipment and payloads that will be attached to the UAV must also be submitted along with the application.

SECTION 4: Requestor Acknowledgement and Signature

The requesting individual and/or Department (Requestor), which includes all of its participating members, agree to abide by all applicable local, state, and federal laws along with University of Houston System (UHS) and University policies and procedures governing the use of UAS on or over UHS property or at any System sponsored event. By signing this agreement, the Requestor agrees to release, indemnify, and hold the University of Houston System harmless from any claims of harm to individuals or damage to property due to the operation of an unmanned aircraft/drone. This includes any employee, affiliated, subsidiary, or associated agency(ies), entity(ies), organization(s), enterprise(s), board(s), commission(s), authority(ies), company(ies) and/or corporation(s), or committee(s) as now exist or may hereafter be constituted or acquired by the University of Houston System.

Name and Title (where applicable) of Pilot/Operator (Requestor)

Date

Signature

SECTION 5: Authorization Status

Export Control Review (if required): Approved Not Approved Not Applicable

Print Name: _____ Signature: _____ Date: _____

Risk Management Review (if required): Approved Not Approved Not Applicable

Print Name: _____ Signature: _____ Date: _____

Permit Approved: Yes No Conditionally—see below

Any comments or adjustments required for approved operation are stated below and must be followed. If the application was not approved, a summary of the decision is outlined below. The University of Houston System reserves the right to request additional documentation as a condition of approval of the application.

Approved by:

Ceaser Moore, Associate Vice Chancellor of Police Operations
or Designee

Date

Print Name