

## **HELIPORT APPROVAL PROCESS**

1. Proponent sends form 7480-1 Notice of Landing Area Proposal to the FAA. Form is available at <http://forms.faa.gov/forms/faa7480-1.pdf>
2. Proponent receives letter of acknowledgment from the FAA.
3. Proponent checks with local zoning for any heliport restrictions.
4. Upon receipt of FAA determination letter, proponent contacts FDOT by applying on their web site for site approval. There is a 45 day waiting period. If no opposition to proposal is offered, after 45 days, the proponent must register landing area with FDOT Airport Registration Renewal & New Airport Site Approval by using their website at [www.florida-aviation-database.com](http://www.florida-aviation-database.com).
5. Proponent must re-register every 2 years thereafter
6. FDOT issues site approval letter (by e-mail).
7. FDOT helicopter landing pad permits are handled by:

FDOT Aviation Office  
Central Office  
Tallahassee  
Telephone: 850-414-4500  
Fax: 850-414-4508