

UNIVERSITY of HOUSTON SYSTEM

UAS/Drone Permit Application - Internal

This UAS Permit Application and all supporting documents should be completed by the requestor/pilot 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)
 Sugar Land Campus Katy Campus Coastal Center Other UH System Property (explain in Sec 2)

SECTION 1: REQUESTOR/ PILOT INFORMATION

Name of Requestor: _____ Affiliation: _____ University: _____

Dept/Org: _____ Email: _____ Cell : _____

Office Phone: _____ Physical Address: _____

What is the purpose of the operation? _____ FAA Remote Pilot License Number (if applicable): _____

Under which FAA rules do you intend to operate? _____ Are you a U.S. Citizen/Lawful U.S. Resident? _____

All Commercial and most Research/Educational operations (with few exceptions), require a licensed pilot to be present at all times. A photocopy of their Remote Pilot's License must be submitted with the application, as well as the names and basic contact information for crew members (where applicable).

Recreational/Educational 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.

Any exemption documentation (where applicable) must also be submitted with the application.

Name of UAS/Aviation Insurance Carrier (if not through UHS): _____

System owned UAS must, at minimum, have liability coverage through Risk Management, or coverage reviewed and approved by Risk Management. Requestors whose insurance is not already on file will be asked to provide proof of coverage with the application, where applicable.

SECTION 2: PURPOSE OF REQUEST / PROPOSED ACTIVITY

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

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

Provide full details of the operation's purpose and scope below. Include specific location and/or coordinates where operation will occur, planned flight path(s), safety measures, and other relevant details. Include any special requests, and proposed 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.

Operation Details:

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: Unmanned Aircraft (UA) Information

UA Type: _____ Manufacturer/Model: _____

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

As of Sept 16, 2023, drones must be compliant with FAA Remote ID requirements. The drone's broadcast module Serial Number must be provided above. The same information is required for any additional drones that will be used, as well as descriptions of any other equipment and payloads that may be attached to the drone. Include photos of each drone, showing the visible FAA registration tag(s).

SECTION 4: Requestor/ Pilot Acknowledgement and Signature

The requesting individual and/or Department (Requestor), which includes all of its participating members, shall abide by all applicable local, state, and federal laws and regulations and applicable University of Houston System (UHS) and University policies and procedures. By signing this application, Requestor agrees to be responsible for and release, indemnify and hold the University of Houston System, its universities, regents, officers, employees, agents, and representatives (individually and collectively) harmless for any claims, damages, losses, suits, demands, causes of action of whatever kind and nature, costs or expenses, fines, penalties, damages, or liabilities, including attorneys' fees, caused by Requestor's negligence, breach of express or implied contract, violation of law, policies and/or any license or permit, misrepresentations in this application, and intentional misconduct arising from or associated in any way with Requestor's presence and/or activities conducted on UHS property and/or at UHS events, and/or Requestor's use and/or operation of unmanned aircraft/drones. Requestor shall require that any contractors, subcontractors, agents and representatives involved in any way with the operation or use of unmanned aircraft specified in this UAS/Drone Permit Application agree in writing to the terms stated in this Section 4.

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

Signature

Date

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, Assistant Vice Chancellor of Police Operations
or Designee

Date

Print Name