

SAN DIEGO INTERNATIONAL AIRPORT

APPLICATION FOR TENANT IMPROVEMENT PROJECT APPROVAL

CONCEPT APPROVAL			
Tenant Legal Name and Address			Date
Tenancy Business (DBA) Name		Project Location: San Diego International Airport ¹	
Signature – Owner/Officer	Printed Name – Owner/Officer	Telephone Number	E-Mail Address
PROJECT DESCRIPTION (ATTACH ADDITIONAL PAGES, IF REQUIRED) ¹ :			
<input type="checkbox"/> 2 – Bond Sets of Concept Plans Received (Floor Plan, Elevation, and Colored Renderings) and Electronic Copy (PDF/JPEG)			
<input type="checkbox"/> 2 – Material Sample Boards (depicting all materials, finishes, and locations) and Electronic Copy (PDF/JPEG)			
<input type="checkbox"/> Project Schedule/Timelines including Key Milestones			
<input type="checkbox"/> Project Cost Estimate (Attach Additional Pages, If Required)		\$	
<input type="checkbox"/> Other			

CONSTRUCTION DOCUMENTS APPROVAL		
SUBMITTED:		
<input type="checkbox"/> Permitted Construction Documents – Printed Copy and Electronic Copy (PDF & CAD) ²		
<input type="checkbox"/> Specifications – Printed Copy and Electronic Copy ²		
<input type="checkbox"/> Updated Material Sample Boards (depicting all materials, finishes, and locations) – 1 Board and Electronic Copy (PDF/JPEG)		
<input type="checkbox"/> Airport Terminal Map Highlighting Project Location		
Proposed Architect/Engineer	Telephone Number	License Number
Proposed Contractor	Telephone Number	License Number
Estimated Construction Commencement Date	Estimated Construction Completion Date	

CONSTRUCTION/CLOSEOUT – AIRPORT USE ONLY	
<input type="checkbox"/> Punch List Corrections Completed	<input type="checkbox"/> Copy of Signed-Off Permit Card Received
<input type="checkbox"/> Copy of Record Drawing Received	<input type="checkbox"/> Bond/Deposit/Retention/Security Funds Released – Date:
<input type="checkbox"/> Other:	
Real Estate Manager Assigned	

FOOTNOTES:	1. Please contact Aviation & Commercial Business Department if additional assistance is required. 2. Number of Printed Copies submitted for TI Project Plan Approval will be determined at Concept Approval.
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SUBMIT TENANT PROJECT TO:
Suzanne Roybal, Associate Real Estate Manager, Terminals & Tenants Department, SDCRAA Street Address: 3225 North Harbor Dr., San Diego, CA 92101-1022 Mailing Address: P.O. Box 82776, San Diego, CA 92138-2776 Telephone: 619.400.2589 • Fax: 619.400.2679 • E-Mail: TIP@san.org