



SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

REAL ESTATE MANAGEMENT DEPARTMENT 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 – AUTHORITY 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:	

FOOTNOTES:

- Please contact Real Estate Management if additional assistance is required.
- Number of Printed Copies submitted for TI Project Plan Approval will be determined at Concept Approval.

SUBMIT TENANT PROJECT TO:
 Troy Ann Leech, Director, Real Estate Management, SDCRAA
 Street Address: 2320 Stillwater Road, San Diego, CA 92101-1022
 Mailing Address: P.O. Box 82776, San Diego, CA 92138-2776
 Telephone: 619-400-2575 • Fax 619-400-2576 • E-Mail: TIP@san.org