



**SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY**  
 NOTICE TO PROCEED (NTP) CHECKLIST, TENANT IMPROVEMENT PROJECT  
 UPDATED: JANUARY 2025

**Tenant:** \_\_\_\_\_ **Concept:** \_\_\_\_\_

**Project #:** \_\_\_\_\_ **Space #:** \_\_\_\_\_

**Required Documentation to Obtain NTP Letter**

Per the San Diego County Regional Airport Authority's (Authority) 2023 Tenant Improvement Design Manual, the following documents must be received and approved by the Tenant Improvement Project (TIP) Manager prior to start of construction and must remain current until project completion and closeout.

Regulatory Permits:

- A. At Tenants discretion and at its sole risk, the issued NTP will allow Tenant the option to begin project construction without a building permit from the City of San Diego up until the first inspection is required at which time Tenant shall have obtained the required permit\*, however, all other required permits and documentation noted below shall be in place prior to start of any demolition/construction. (\*construction may be placed on hold if there is a failure to produce the applicable documents).
- B. If the City of San Diego has waived the requirement for a City of San Diego building permit the issued NTP will allow the Tenant to proceed with the project provided all other required permits and documentation shall be in place prior to start of any demolition/construction.

**Required/Not Required**

- |   |         |       |
|---|---------|-------|
| 1. Contractor's Construction Safety Plan/IIPP: Approval by ADC Safety Manager:  | [ADC]   | _____ |
| 2. Executed Agreement between Tenant and Contractor (including addenda):  | [TB/LB] | _____ |
| 3. Construction Deposit:  | [TB/LB] | _____ |
| 4. Certificate of Liability Insurance listing Authority as additionally insured:  | [RISK]  | _____ |
| 5. Project Schedule and Initial Work Plan:  | [ADC]   | _____ |
| 6. Tenant Coordination, Site-Logistics and Site Access Plans:   | [ADC]   | _____ |
| 7. Certified Initial Capital Investment or Mid-Term Refurbishment Form (estimate):  | [TB/LB] | _____ |
| 8. Payment and Performance Bonds:   | [GC]    | _____ |
| 9. San Diego County Environmental Health Department Permit:   | [ADC]   | _____ |
| 10. City of SD Planning & Development Services Permit & Permit Documents.<br>City of SD Permit exemption statement if permit requirement is waived by City: | [ADC]   | _____ |
| 11. Environmental and Hazardous Materials Drawings & Permits:   | [ADC]   | _____ |
| 12. Jobsite Information Form:   | [ADC]   | _____ |

Upon Tenant's submittal of all required forms for review by the Authority, should any form documentation found to be defective, Tenant will be notified within ten working days of said defect(s). Depending on the nature of the defect(s) the Authority, at its sole discretion, may stop work at Tenant's expense and without regard to project schedule until such time the defect(s) is/are made whole.