

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## Airport Design & Construction (ADC)

### Design Variance Request Form (DVR)

Design Variance Request			
Tenant & Project Name:		Space ID:	Project #:
Tenant's Project Manager:		Request Date:	Priority <input type="checkbox"/>
			Urgent <input type="checkbox"/>
Building System(s) affected: (Check all that apply)			
<input type="checkbox"/> Structural <input type="checkbox"/> Mechanical/Electrical/Plumbing <input type="checkbox"/> Information Technology <input type="checkbox"/> Aesthetics			
Other _____			
Description of Variance			
Detailed Description of Variance (attach additional sheets and drawings if needed).			

Tenant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signatures Required By:		
ADC TIP, Manager:		
Signature _____	Date: _____	Route to next signee
ATO Director:		
Signature _____	Date: _____	Route to next signee or return to ADC TIP, Mgr.
FMD Director:		
Signature _____	Date: _____	Route to next signee or return to ADC TIP, Mgr.
RM Director:		
Signature _____	Date: _____	Route to next signee or return to ADC TIP, Mgr.
Authority Use Only		
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Reason for disapproval:

ATO – Airside & Terminal Operations  
FMD – Facilities Management Department  
RM – Revenue Management

## DESIGN VARIANCE REQUEST (DVR) FORM INSTRUCTIONS

This form is to be utilized by the Concessions Tenant in requesting a variance (revision to, modification of or replacement) of an Authority previously approved design pertaining to the improvements of the leasehold premise under construction.

1. Fill out a blank DVR request form completely, clearly delineating the variance and the reason the variance is being requested. Note; a reference to the Concessions Design Manual shall be included if able to address within the content of the CDM.
2. Attach documentation or other supporting items (photos, sketches, details, materials, specifications, equipment, etc.) pertaining to the proposed change allowing for a succinct review by the Authority.
3. Sign, date and submit the form (mail, email, hand deliver) to the Airport Design & Construction TIP Manager for further processing.
4. The Authority will provide a written response within ten (10) working days to formally document the approval or disapproval (providing the reason) of the variance.
5. If the Authority approved requested variance affects any building code or other regulatory agency provision then the variance shall also be submitted to and approved by the applicable agency(s) and amended to the permitted set of documents prior to commencement of the work.
6. If approved, a copy of the approved DVR shall be maintained by the Concessions Tenant Contractor at the project site and available for reference by Authority or City of San Diego regulatory agency personnel (Building Department, Fire Department, County Health Department, etc.) upon request.