

APPLICATION FOR TENANT IMPROVEMENT PROJECT

Conceptual Approval (must obtain Authority Contract Manager's approval prior to submitting this TI Application)

All fields marked with an asterisk * are required and must be filled out

Tenant Legal Name*	Address*	Date*
Tenancy Business (DBA) Name*	Project Location: San Diego International Airport*	Other Location:
* Please initial to acknowledge and confirm that you have read the requirements set forth in the 2023 TI Design Manual*		
Printed Name – Owner/Officer*	E-Mail Address*	Telephone Number*
Authority Contract Manager Name*	Department Name*	Approval Date
PROJECT NAME:		LEED PROJECT: NO <input type="checkbox"/> YES <input type="checkbox"/>
PROJECT DESCRIPTION (Be Specific) *		

Design and Construction Requirements

Project Manager Name (Point of Contact)*	Telephone Number*	E-Mail Address*
Proposed Architect/Engineer	Telephone Number	E-Mail Address
Proposed Contractor	Telephone Number	E-Mail Address
Estimated Project Cost*	Estimated Construction Start & Completion Dates*	Signature – Owner/Officer*
\$		
Provide Supporting Documents, if required:		
<input type="checkbox"/> Concept Plans* (Floor Plan, Elevation, and Colored Renderings) and/or Electronic Copy* - Required		
<input type="checkbox"/> Specifications and Plans (Floor Plan, Elevation, and Colored Renderings, etc.) and/or Electronic copy		
<input type="checkbox"/> Project Schedule/Timelines including Key Milestones* - Required		
<input type="checkbox"/> Airport Terminal Map Highlighting Project Location* - Required		
<input type="checkbox"/> Updated Material Sample Boards (depicting all materials, finishes, and locations) and/or Electronic Copy		
<input type="checkbox"/> Other		

Notice to Proceed & Closeout Requirements

Refer to 2023 Tenant Improvement Design Manual for Notice to Proceed Construction & Project Closeout Requirements

Submit Tenant Improvement Application to: TI Project Manager, Airport Design & Construction, SDCRAA

E-Mail: TIP@san.org

Street Address: 3032-A N. Harbor Dr, San Diego, CA 92101 ● Mailing Address: P.O. Box 82776, San Diego, CA 92101

ADC Tenant Improvement Project Acceptance: