



NOTICE TO PROCEED (NTP) CHECKLIST, TENANT IMPROVEMENT PROJECT
UPDATED: SEPTEMBER 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.
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

Table with 3 columns: Item description, Status (e.g., [ADC], [TB/LB], [RISK], [GC]), and a blank line for signature/initials. Items include Contractor's Construction Safety Plan, Executed Agreement, Construction Deposit, Certificate of Liability Insurance, Project Schedule, Tenant Coordination, Certified Initial Capital Investment, Payment and Performance Bonds, San Diego County Environmental Health Department Permit, City of SD Planning & Development Services Permit, Environmental and Hazardous Materials Drawings, and Jobsite Information Form.

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.