



Tenant Improvement Application

Project Information

Print clearly and fill in all that apply.

Project Name		
Project Location		
Tenant Company Name		
Tenant Contact		
Tenant Phone & Email	Phone	Email
Arch./Engineering Firm & Contact		
Arch./Engineer Phone & Email	Phone	Email
Contractor Name & Contact (if known)		
Contractor Phone & Email	Phone	Email

Description of Work

Describe existing use, proposed use and reason for work.

Work Elements or Impacts

Check all that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> Antenna/Wireless/Satellite | <input type="checkbox"/> Podium/Back Wall/Millwork | <input type="checkbox"/> Roof Penetration(s) |
| <input type="checkbox"/> Structural Changes | <input type="checkbox"/> New Walls | <input type="checkbox"/> Under/Aboveground Tanks |
| <input type="checkbox"/> Hot Work | <input type="checkbox"/> Demolition | <input type="checkbox"/> Fire System and/or Alarms |
| <input type="checkbox"/> HVAC/Mechanical | <input type="checkbox"/> Land Disturbance | <input type="checkbox"/> Asbestos Containing Materials |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Paving | <input type="checkbox"/> Fiber/Telecomm/IT |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Security/CCTV | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Architectural Changes | <input type="checkbox"/> Other _____ |

Schedule & Costs

Allow adequate review time by SLCDA. Subsequent submittals will require additional review time.

Anticipated Start Date	Anticipated Completion Date
Estimated Construction Cost	

Airport Use Only – Divisional Approvals

Please sign if approved. If conditional check the box next to your name and attach separate sheet with conditions listed.

- | | | | |
|--------------------------|--|------|-------|
| <input type="checkbox"/> | Pre-Design/ Conceptual Approval by Design Review Committee (DRC) | Date | _____ |
| <input type="checkbox"/> | Admin. & Commercial Director | Date | _____ |
| <input type="checkbox"/> | Property Manager | Date | _____ |
| <input type="checkbox"/> | Engineering Director | Date | _____ |
| <input type="checkbox"/> | Planning Director | Date | _____ |
| <input type="checkbox"/> | Operations Director | Date | _____ |
| <input type="checkbox"/> | Maintenance Director | Date | _____ |
| <input type="checkbox"/> | IT Director | Date | _____ |
| <input type="checkbox"/> | Commercial Services Manager | Date | _____ |
| <input type="checkbox"/> | Other _____ | Date | _____ |

Application Submittal Checklist

Check all that apply and include with application.

- Completed and signed application
- Required sets of plans, specifications, calculations (*6 sets minimum*)
- Insurance certificate(s) (*if not already on file*)
- Copy of payment bond (*if applicable*)
- List of all subcontractors and contact information (*if applicable*)
- Hazardous material abatement plan (*if applicable*)
- Other _____

Signature _____
(Insertion of your digital signature acceptable)

DATE _____

By signing, Tenant acknowledges understanding of the requirements stated herein including all attached exhibits where appropriate. Tenant guarantees that all contractors doing work in connection with this project will be paid and understands that SLCDA will look to the Tenant to resolve any contractor/sub-contractor complaints and/or issues. Tenant also certifies that Tenant employees and/or contractors are qualified and OSHA trained to perform the work.

Airport Use Only

Approval Checklist

- DRC and Director approvals received
- Insurance received
- Bond document(s) received (*if applicable*)
- List of all contractors & contact information received
- Final drawings and specifications received
- Pre-construction meeting held (*if applicable*)
- Lease executed (*new development*)
- Other _____

Project Close-Out Checklist

- Final inspection reports received
- Certificate of Occupancy received (*if applicable*)
- Board of Health inspection reports (*if applicable*)
- Lien Waivers received (*if applicable*)
- As-built documents received
- Warranties received (*if applicable*)
- Operation and Maintenance manuals received (*if applicable*)
- Other _____