

SAN DIEGO INTERNATIONAL AIRPORT

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: _____	
Please initial to acknowledge and confirm that you have read the requirements set forth in the Concessions Design Manual*		
Printed Name – Owner/Officer*	E-Mail Address*	Telephone Number*
Authority Contract Manager Name*	Department Name*	Approval Date*

PROJECT DESCRIPTION (Be Specific)*

Check Supporting Documents, if provided:

- Concept Plans (Floor Plan, Elevation, and Colored Renderings) and/or Electronic Copy
- Material Sample Boards (depicting all materials, finishes, and locations) and/or Electronic Copy
- Other: _____

Tenant Improvement Application

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:

- Specifications and Plans* (Floor Plan, Elevation, and Colored Renderings, etc.) and/or Electronic copy – Required
- Project Schedule/Timelines including Key Milestones* - Required
- Airport Terminal Map Highlighting Project Location
- Updated Material Sample Boards (depicting all materials, finishes, and locations) and/or Electronic Copy
- Other: _____

Notice to Proceed & Closeout Requirements

Refer to Section 10.13 of Concessions Design Manual (CDM) for Notice to Proceed Construction Requirements

Refer to Section 11.29 of Concessions Design Manual (CDM) for Project Closeout Requirements

Submit Tenant Improvement Application to:

E-Mail: TIP@san.org
 TI Project Manager, Airport Design & Construction, SDCRAA
 Street Address: 3032-A N. Harbor Dr, San Diego, CA 92101 ● Mailing Address: P.O. Box 82776, San Diego, CA 92101