

Attachment D

Tenant Design Criteria

- Tenant Project review Procedures
- Tenant Improvement Project (TIP) Application Form



TIP Application Form

PDC Group, **Planning & Programming Division**
 16930 John F. Kennedy Blvd., Houston, Texas 77032
 281-233-1689 FAX 281-233-1895

Part 1

Tenants must submit a complete application form for each tenant improvement project submittal.

Your Name: _____ Telephone: _____

Project Scope Description: _____

Project Type:

- Exterior Remodeling
- Interior Remodeling
- New Construction
- Installation of Equipment
- Renovation of Existing Facility
- Security Improvements
- Signage
- FAA / TSA
- Airside / Cargo
- Temporary Facility Until _____
- Others: _____

Specific Project Site: _____

Estimated Construction Time: _____ days

Estimated Construction cost : \$ _____

Special Requirements: _____

Utility Requirements: Do the proposed improvements require new or existing utility connections?

- Electrical Required
- Wastewater Application Required
- Telecommunication/Security/Alarms
- Water
- Gas
- Other _____

Note: Provide electrical load diagram / analysis, identify and show location of panel being located on your submittal.

Are there any special construction requirements: _____

Tenant: _____ Contact : _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ FAX: _____

E-mail: _____

Sub-Tenant: _____ Contact : _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

Email: _____

Name of Architect or Engineer: _____ Principal Contact: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

Email: _____

Note: Please reference the TIP No. in all future correspondence pertaining to this project

Part 2 - For H.A.S. use only:

Application Received:	Application accepted on:	TIP#:
1st Meeting Date:	HAS distribution:	

City of Houston
Houston Airport System
Planning Design & Construction-Design Division
P. O. Box 60106, Houston, Texas 77205-0106
16930 John F. Kennedy Boulevard, Houston, Texas 77032
(281) 233-3000 Fax (281) 233-1830



TENANT PROJECT REVIEW PROCEDURE

- 1 **Initial Submittal**
Tenant submits eight (8) complete sets of final construction documents to PDC-Design Division for review [Attention: Frank D. Crouch, AIA].
- 2 **HAS Response**
PDC-Design Division sends written review comments to Tenant. This letter will advise Tenant to either forward original drawings or reproducible for signature, or revise and resubmit. Approximate time required: 20 days from receipt of submittal.
- 3 **HAS Authorization**
When all review comments have been resolved, PDC-Design Division will sign the Tenant's construction documents and issue the authorization letter. The HAS authorization block shown below must be located in the lower right corner of each sheet of drawings. The authorization letter will advise Tenant regarding scheduling the Pre-Construction Conference through PDC-Construction Division.
NO WORK MAY PROCEED PRIOR TO THE PRE-CONSTRUCTION CONFERENCE.
- 4 **Pre-Construction Conference**
Tenant should schedule the Pre-Construction Conference as advised in the authorization letter. Representatives of the Tenant, Tenant's contractor and design consultant should attend. Tenant should provide six (6) sets of approved construction documents, copies of building permit(s), project schedule, project directory and certificates of insurance at the Pre-Construction Conference. Certificates of Insurance must indicate the City of Houston as additional insured.
- 5 **Record Drawings**
Within 30 days of completion of construction, Tenant must provide to PDC-Design Division record drawings which accurately represent all as-built conditions.

PLEASE NOTE

Construction documents submitted for final HAS approval signatures must be signed and sealed by a registered Architect or Engineer licensed to practice in the state of Texas.

Obtaining building permits required by other authorities is the responsibility of the Tenant.

All projects must be submitted to the Texas Department of Licensing and Regulation, Elimination of Architectural Barriers section, for ADA compliance review [P. O. Box 12157, Austin, Texas 78711; (512) 463-3211; (800) 803-9202].

Projects involving demolition may require notification to the City of Houston Bureau of Air Quality Control, (713) 640-4200.

Projects in which construction cranes are required or which may penetrate airspace must file FAA Form 7460-1 through the Airport Manager's office and receive FAA approval prior to beginning construction.

HAS authorization block:

<u>Houston Airport System</u>	
_____ Manager--Design Division	_____ Date