

PART 1: TENANT FILLS OUT

Please complete the form electronically and fill in all that apply.

PROJECT NAME and CONTACTS

Project Name		
Location		
Tenant Company Name		
Tenant Contact Leader & Company Name		
Address for Project Contact		
Project Contact Phone/ Email	<i>Phone</i>	<i>Email</i>

REQUIRED ATTACHMENTS

- Form A / Form B Review Letter with responses to each staff comment
- Complete, Revised Construction Documents including Floor Plans, Elevations, Specifications, and Structural Calculations

OTHER ATTACHMENTS (IF APPLICABLE)

- Department of Planning, Building & Code Enforcement (PBCE) Approval
- Asbestos Abatement Plan (if asbestos identified)
- Environmental Documents or Letter of their Status
- Variance Application & Corresponding Plans/Drawings
- List of all contractors and subs with phone #s/contacts

SUBMITTAL CHECKLIST

1. Has there been a change in scope, or has new scope been added to the project? Yes No
If yes, please summarize the changes/ new additions:

2. Is this a Revised Form B Submittal? Yes No

3. What is the TI # (Tenant Improvement Project #)?
Note: The TI # can be found on the Form A / Form B Review Letter. Please note the TI# is an Airport assigned project #.

4. Have all the applicable Required Attachments been checked above?: Yes No

5. Has the Tenant Improvement Design Criteria been reviewed prior to putting together the project submittal?
Yes No

Link to Tenant Improvement Design Criteria:

<https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

Does the project submittal comply with the Tenant Improvement Design Criteria? Yes No

Note: If Tenant would like to request an exception to the Tenant Improvement Design Criteria, please refer to and complete the attached Variance Application.

VARIANCES WILL BE TREATED AS AN EXCEPTION VERSUS THE RULE.

6. Is this Form B Application combined with all the required attachments in (1) single PDF? Yes No

SIGNATURE OF TENANT CONTACT _____ **DATE** _____

PART 2: AIRPORT OFFICE USE ONLY

	<i>Signatures</i>	<i>Date</i>
Approvals: Property Manager	_____	_____
Senior Property Manager	_____	_____

Updated: 10/22/20



Tenant Improvement Design Criteria - Variance Application

Instructions:

1. **PLEASE ONLY FILL OUT THIS FORM IF REQUESTING AN EXCEPTION TO THE TENANT IMPROVEMENT DESIGN CRITERIA (DATED 04/15/19). OTHERWISE PLEASE DISREGARD THIS FORM IF NOT REQUESTING A VARIANCE.**
2. **IF REQUESTING VARIANCE(S), ATTACH PLANS SHOWING THE PROPOSED ALTERNATE DESIGN VARIANCE FOR EACH EXCEPTION (IF APPLICABLE).**

Please read the **Conditions of Approval** on page 2 before completing the application.

This form enables requests and explains the conditions of approval. The Airport may require the applicant to prepare applicable design documents, tests, and field surveys; conduct research and analysis; and/or submit an evaluation report for the Airport's consideration.

Mineta San José International Airport
 1701 Airport Blvd.
 Suite B-1130
 San José, CA 95110

	Form A	Form B	Revised Form B
Please check if the following have been previously submitted for the project:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
TI # & PROJECT NAME:			
PROJECT ADDRESS & LOCATION DESCRIPTION:			
<p>PROJECT SUMMARY:</p> <p># of Requested Exceptions to the Tenant Improvement Design Criteria:</p>			
SPECIFY RELEVANT TENANT IMPROVEMENT DESIGN CRITERIA SECTION & REQUIREMENTS for EACH EXCEPTION :			
<p>DESIGN VARIANCE PROPOSED for EACH EXCEPTION. Briefly describe each, even if documents are attached:</p>			
<p>DESIGN VARIANCE JUSTIFICATION for EACH EXCEPTION. Briefly describe each, even if documents are attached (any reference, reports, expert opinions, etc).:</p>			

Updated: 10/22/20

CONDITIONS OF APPROVAL

The application to use a design variance differing from the *Tenant Improvement Design Criteria (04/15/19)* may be approved if sufficient evidence is provided demonstrating:

- The proposed design complies with the City of San Jose adopted code(s).
- All features of the approved application, including a copy of the application, must be incorporated into the drawings in the subsequent submittal.
- **Disclaimer:** Applicants must recognize that approval of the proposal for design variance is based on the documentation provided at the time of approval. If at any point during the review or inspection process, the Airport notices deviations from the original application, the approval becomes null and void. The applicant will then need to comply with the *Tenant Improvement Design Criteria* or file a new Variance application based on revised plans.

If Variance Application is approved, the Tenant shall submit with the subsequent Revised Form B application. Tenant must obtain Airport Approval from the Form A/B review process prior to submitting to SECI/PBCE* for permitting.

If design variance is requested while project is under construction, Tenant must submit a new Form A with Variance Application for approval.

Link to *Tenant Improvement Design Criteria*: <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

AIRPORT USE ONLY	
FINDINGS:	
<input type="checkbox"/> SENIOR ARCHITECT Signature:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
<input type="checkbox"/> PRINCIPAL PROPERTY MANAGER Signature:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
<input type="checkbox"/> DEPUTY DIRECTOR OF FACILITIES Signature:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
<input type="checkbox"/> DEPUTY DIRECTOR OF P&D Signature:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
<input type="checkbox"/> Signature:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
<input type="checkbox"/> Signature:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED

* Note: SECI stands for the Structural Engineering & Code Inspection Division, a division of the Public Works Department. PBCE stands for Department of Planning, Building & Code Enforcement. Please submit plans to the appropriate permitting authority after obtaining Airport Approval to proceed.