

Design Review - Application Form

30% (Schematic Design) or higher design level

Form A

Rev. September 2024

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		
Project Contact & Company Name		
Address for Project Contact		
Project Contact Phone & Email	Phone	Email
TI# (Will be provided by your Property Manager following approval of concept review)		

DESCRIPTION OF WORK (Include duration of construction work.)

More info attached

--

Note: If scope of work changes, then applicant may be required to re-apply.

REQUIRED ATTACHMENTS FOR APPLICATION (as applicable)

- ☐ Location Map / Site Plan of Project
- ☐ Floor Plan
- ☐ Elevation Plans / Dimensioned Section Heights
- ☐ Project Milestones
- ☐ Expected construction start date
- ☐ Construction duration in number of weeks _____
- ☐ Utility points of connection

WORK ELEMENTS OR IMPACTS (Please check all that apply)

<input type="checkbox"/> Architectural	<input type="checkbox"/> Equipment	<input type="checkbox"/> Security Systems	<input type="checkbox"/> Other:
<input type="checkbox"/> Civil	<input type="checkbox"/> Fire Systems	<input type="checkbox"/> Signage	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Structural	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Telecom & Network	

Please submit this form and all attachments electronically to the designated Airport Property Manager or Airport Contact. The submittal consisting of the Form A Application & Required Attachments should be combined as (1) single PDF.

Note: Incomplete applications will be returned.

Design - Application Form

PART 1: TENANT FILLS OUT

Note: This Submittal checklist is intended as a guide to assist in the planning of the project. Refer to the Tenant Improvement Design Criteria for detailed information. By checking the boxes, the tenant has considered the information identified.

General Overview

- ☐ **Tenant Improvement Design Criteria** has been reviewed prior to preparing the project submittal.
 - Link: [Tenant Improvement Design Criteria](#)
 - Link: Variance form
- ☐ This Form A Application is correctly formatted.
 - All pages and attachments are combined in one (1) single PDF.
 - All pages/sheets are oriented correctly, with all drawings/text oriented upright.
 - All pages/sheets are legible (digital copies), not illegible scans.
 - All duplicate pages/sheets are removed.
- ☐ All the applicable **Work Elements/Impacts** have been checked on Page 1.
- ☐ All applicable **Required Attachments** have been checked on Page 1.
- ☐ The duration of the Tenant construction is noted on page 1.

Note: Tenant construction schedule should account for restricted work hours or other limitations that may be required to avoid conflict with Airport operations.
- ☐ The Tenant's design team or contractor have verified the "as-built" conditions.

Note: It is the sole responsibility of the Tenant to field verify the actual "as-built" conditions and implement all information from the field investigation(s).
- ☐ Tenant understand and acknowledges that they must scan the floor and provide the Airport with the scanning test and results prior to any core drilling of concrete floors, walls, and ceilings.
- ☐ A Hot Work Permit is required for any hot work. Please refer to the Airport Hot Work Program on the SJC Tenant Guidelines website linked [Tenant Improvement Design Criteria](#).
- ☐ Tenant acknowledges that the shutdown of any impacted utilities or systems (domestic water, sanitary, electric, data, HVAC, fire sprinklers, fire alarm, access control, baggage handling) will require coordination with the Airport's assigned tenant improvement project manager and depending on the impacts, further requirements and documentation may be required.

Note: Tenant shall without exception field verify existing conditions.

Technical Scopes Overview

1. ADA / ACCESSIBILITY COMPLIANCE

Note: Tenant space must meet accessibility requirements as per the adopted California Building Code, Chapter 11B, which includes ATMs & fare machines (CBC CH 11B-220.1) and depositories, vending machines & etc. (CBC CH 11B-228.1).

- ☐ Yes ☐ No Are there any impediments in meeting California Building Code, Chapter 11B?
- ☐ Yes ☐ No Are any elevation plans/dimensioned section heights attached for the plan reviewers to verify that the project meets accessibility requirements?
- If yes, please explain.

2. FIRE/LIFE SAFETY SYSTEMS

- ☐ Yes ☐ No Will this project require a modification to the airport's fire monitoring and/or suppression systems?

Note: If a modification to the fire suppression system (sprinklers, etc.) is necessary, contractor must use an airport-approved (Siemens-qualified) vendor to assist with fire system shutdown while modifications are made. Contractor must also ensure the airport's fire monitoring system is updated to reflect correct nomenclature in the base maps prior to project closeout.

3. ELECTRICAL

Note: Tenant shall without exception field verify existing conditions and identify any affected circuits.

- ☐ Yes ☐ No Will this project require the use of an airport electrical outlet?

IF YES: as per the Tenant Improvement Design Criteria 4.4.2.3, dedicated circuits shall be provided by tenants for their equipment. If complying with Tenant Improvement Design Criteria 4.4.2.3 is not feasible, a Variance must be submitted and approved.

- ☐ Yes ☐ No Will this project require the installation of new electrical infrastructure or the replacement of existing electrical infrastructure?

IF YES:

- ☐ Yes ☐ No Has the design team field verified the existing conditions?
- ☐ Yes ☐ No Has the design team identified all affected circuits?
- ☐ Yes ☐ No Will this project require new circuits?
- ☐ Yes ☐ No Will this project require new outlets?
- ☐ Yes ☐ No Will this project increase the electrical load?

If the load will increase, the tenant is responsible to verify existing electrical load with meters to confirm that the new loads are within capacity of the affected equipment and systems.

4. PLUMBING

☐ Yes ☐ No Will this project require plumbing tie-in, the installation of new plumbing infrastructure, or the replacement of existing plumbing structure?

Explain:

5. PENETRATIONS

If tying into existing main line, the project will require a main piping shutdown.

☐ Yes ☐ No Will this project require new wall penetrations?

Penetration through a fire rated wall shall be sealed with code compliant sealant.

☐ Yes ☐ No Will this project require new floor penetrations?

Floor sealant shall be continuous through the entire improvement. (See [Tenant Improvement Design Criteria](#) for waterproofing requirements.)

☐ Yes ☐ No Will there be any roof penetrations?

Provide additional details about all types of penetrations as stated above:

6. EXISTING / NEW WALLS

☐ Yes ☐ No Will this project require the construction of new wall(s)?

☐ Yes ☐ No Will this project require the demolition of existing wall(s)?

7. INFORMATION TECHNOLOGY

Note: Tenants must comply with the Airport Technology Standards, the Airport Cybersecurity Policy, and the cybersecurity policies for the City of San Jose. These documents are protected and if needed the assigned Airport Project Manager will connect you to the Airport's Technology Services Manager for information on these documents. A Variance must be submitted for any exception to these policies.

☐ Yes ☐ No Will this project require the installation of new Information Technology or the replacement of existing Information Technology? (i.e., such as premise distribution system, ports, servers, fiber, phones, racks, and conduits)

IF YES:

☐ Yes ☐ No Will this project connect to the Airport Network infrastructure?

Who is the Service Provider? _____

What is the Circuit Number? _____

☐ Yes ☐ No Will this project require Layer 2 VLAN?

IF YES:

How many ports are needed? _____

Per the Tenant Improvement Design Criteria 4.5.5.2, SJC does not provide Internet access or private WAN data circuits. Tenant should be prepared to work with external communication service providers to acquire and maintain these services.

8. RELOCATING / REPLACING / INSTALLING EQUIPMENT

☐ Yes ☐ No Will this project require the relocation/replacement of existing equipment or installation of new equipment? (e.g. kiosks, ATMs, wall fixtures, coolers, refrigerators, monitors, etc.) *IF YES - attach cut sheets or answer the questions below:*

☐ Yes ☐ No Are the cut sheets attached?

What is the type of the equipment? _____

What are the dimensions of the equipment
(height, length, width)? _____

What is the weight of the equipment? _____

☐ Yes ☐ No Have you field verified through a site walk and measured the path of travel to confirm if equipment and materials will be able to pass through all doorways to the desired location?

☐ Yes ☐ No Is there any equipment outside the lease line and where is it located?

Expectation is all equipment is to remain inside the lease lines, however we understand there may be cases where other locations are necessary (interceptors, transformer, pollution control units, etc.)

Explain:

As per the Tenant Improvement Design Criteria:

- 4.4.10, any equipment, millwork, or signage greater than 5'9 or heavier than 400 pounds fully loaded must be seismically braced per the adopted California Building Code.
- 5.4.4.2, no penetration of the Terrazzo will be permitted (to anchor any equipment/material).

9. SIGNAGE

All signage designs must follow the guidelines listed in the Tenant Improvement Design Criteria 3.5.1

☐ Yes ☐ No Will this project require the installation of new signs or the replacement of existing signs?

Please attach proposed sign plan showing penetrations and attachments. If supporting documentation is not attached, a Form B will be required.

REGARDING PERMITS/ REQUIRED PRECON DOCS:

The approval of a Form A or Form B does not constitute a Building Permit, and Tenant shall obtain a formal Building Permit from Structural Engineering & Code Inspection Division (SECI) or the Department of Planning, Building & Code Enforcement (PBCE) if required by the project.

Your assigned Airport Project Manager will assist you with the appropriate permitting authority to submit plans after obtaining Airport Approval to proceed.

PART 2: AIRPORT OFFICE USE ONLY

Signatures

Date

Property Manager

Senior Property Manager

Other

Approval Notes / Comments:

--