


For any additional sheets, diagrams, photos, information, and attachments - please combine all documents in 1 PDF with this NOW cover sheet as the first sheet. Thank you.

		Template Rev. 06/17/21	
SJC Notice of Work (NOW)			
NOW #:	Project/Ref:	Date NOW submitted:	
	NOW Title:		
Work to be Done for: <input type="checkbox"/> Airport <input type="checkbox"/> Tenant <input type="checkbox"/> Other		Tenant Name & Contact (if applicable):	
Contractor/Agency Information: Company Name: Address: Contact Name: Phone No: E-mail:		Lower Tier Subcontractor Information (if applicable) Company Name: Address: Contact Name: Phone No: E-mail:	
Dates of Work:		Hours of Work (ex. 9am - 1pm, etc.):	
Parking Location:		Number of Vehicles:	
Detailed Location of Work:		Schedule of Activities:	
Detailed Description of Work to be Performed & Path of Travel:			
Tools/Equipment:			
Hot Work: <input type="checkbox"/> No <input type="checkbox"/> Yes (Attach Hot Work Permit to this NOW)			
Utility Shutdown: <input type="checkbox"/> No <input type="checkbox"/> Yes (Attach Approved MOP to this NOW) <div style="text-align: right; font-weight: bold;">Note: A Shutdown Request must be submitted at least 2 weeks prior</div>			
Escort: <input type="checkbox"/> N/A <input type="checkbox"/> Contractor/Tenant <input type="checkbox"/> Allied Security Hired <input type="checkbox"/> Other			
Affect to Normal Operations and Mitigation by Contractor:			

Airport Contact - SJC P&D / Properties	Airport Contact - SJC Operations	Other Contact (if applicable):
Name: Phone: Email:	Name: Phone: Email:	Name: Phone: Email:

For the latest NOW Template, please see: <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

*Notice of Work (NOW) requests must be submitted to SJC a minimum of **3 business days prior** to the requested dates of work. All NOWs require specific approval from an authorized SJC representative to start work. Any changes after SJC approval require an amended NOW and approval before authorized to start work.*