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# **Tenant Design and Construction Guidelines**

**at  
Mineta San José International Airport**

**January 2015**

**Document prepared by  
Finance and Administration Division/ Property Section  
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## **A. GOALS**

The goals of the guidelines are to:

- Assist tenants in the safe, smooth and timely execution of their projects
- Ensure compatibility with existing facilities and systems, other planned development as identified in the airport master plan, compliance with Airport development guidelines and maintain the quality of the facility and integrity of it's systems.
- Ensure the project is efficiently coordinated and communication is maintained at all project phases, including minimizing impacts on other airport tenants and airport operations.
- Ensure compliance with signage and wayfinding guidelines.
- Ensure compliance with airport operations requirements and regulations, including badging and security.
- Ensure compliance with all applicable building codes and state and local laws, regulations and ordinances.
- Ensure compliance with Airport construction guidelines, with City and State requirements for contractor licensing and bonding, and with permit requirements of all other governmental agencies having jurisdiction.
- Ensure tenants and their contractors are aware of their responsibilities regarding potential exposure of occupants and workers to hazardous materials, substances, or pollutants.
- Enable the Airport to maintain an accurate database and map of its facilities and properties.
- Assist Airport tenants with complying with their contractual requirement to obtain the written consent of Norman Y. Mineta San Jose International Airport ("Airport") to make any alterations or additions to Airport property.

These guidelines are provided for the use of tenant managers, tenant corporate office property developers, and consultants, engineers or contractors hired by the tenant. This document is subject to revisions. For general information and to be sure that you are reading the most current document, please call your Airport Property Manager.

## **B. OVERVIEW OF PROCESS**

Detailed submittal requirements are provided in the sections that follow. Key steps are summarized below:

### Concept Review Application & Preliminary Submittal

1. **Preliminary submittal** Complete the **Concept Review Application Form** and submit original and 1 copy of the application form and necessary attachments to Airport Property.
2. **Preliminary submittal review** All applications are reviewed by Airport staff. Processing should take a minimum of ten working days (longer for more complex projects).
3. **Preliminary submittal approval** Response with comments provided by the Airport.
4. **Planning Department Review** If identified in the **Concept Review Application Form**, the tenant is required to submit plans to the City Planning Department and receive approval.

### Tenant Construction Permit Application & Final Submittal

5. **Final submittal** If preliminary submittal is approved, the **Tenant Construction Permit Application** and 3 copies of the application form and necessary attachments, along with required number of sets of detailed plans and specifications, are submitted to Airport Property.
6. **Pre-Construction Meeting** Badging, security and project execution reviewed.
7. **Approved Permit** Approved **Tenant Construction Permit Application** that the contractor must keep on site.

### Construction, Occupancy Approval and Project Close-Out

8. **Construction** Inspection process and construction review.
9. **Occupancy Approval** Final inspection sign-off, occupancy approval by the Fire Department or other agencies, and constructed plans and CADD file accepted by the Airport.
10. **Close-Out** Project audit (if fee paid) and closing letter.

# Preliminary Submittal Process & Concept Review Application Form

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A Tenant desiring to develop a facility or make an improvement at Mineta San Jose International Airport must obtain approval of their concept through the Preliminary Submittal process before proceeding with a full design. The Preliminary Submittal begins with the completion of the **Concept Review Application Form**. The form is used to introduce the project concept and scope to the Airport and introduce the project leader that represents the tenant. The project scope is reviewed, and then Airport staff will return comments and an approval for the project concept. Also, Airport contacts are identified. Final plans must still be reviewed and approved through the Tenant Construction Permit Application and Final Submittal process (next chapter). The detailed steps for the Preliminary Submittal Process are outlined below.

## **A. PRELIMINARY SUBMITTAL PROCESS**

### **1. Application**

Complete the **Concept Review Application Form** (**Form A** included in **Exhibit A**) and prepare the required attachments as defined in the application. No construction or alteration proposals will be considered without this signed application and attachments.

Submit original and 1 copy of the application form and necessary attachments to your assigned Property Manager:

*<Name of Airport Property Manager>*  
**Mineta San Jose International Airport**  
**1701 Airport Blvd, Suite B1130**  
**San Jose, CA 95110**

During this stage, the **Concept Review Application Form** must be completely filled out. Incomplete application forms will be returned for further information, delaying the tenant project. Additional comments referring to this form:

- Note all the checkboxes – they should be a guide to assist in the planning of the project.
- The Tenant is encouraged to attach any sketches, bubble diagrams, concept notes or other helpful material that may fully describe the intended concept.
- The Tenant must also identify any impacts on adjacent tenants and how the project will be approved by, and coordinated with, the other tenants.
- Computer Aided Design and Drafting (CADD) drawings are not required for the presentation of the project; however, they will be required for all other construction drawings and for the final submittal.
- Refer to **Exhibit H** for Project Scheduling Guidelines.

## 2. Preliminary Submittal Review

Coordinated by the assigned Airport Property Manager, Airport staff reviews the application. If all required information is submitted with the application, processing should take a minimum of ten working days. For more complex projects, allow an additional one to two weeks. Airport staff considers the completed application with all requested information, concept, location, and conformance to lease/agreement provisions. Airport staff will also submit advice to the tenant to ensure a successful project for both the tenant and the Airport.

## 3. Preliminary Submittal Approval

If the preliminary submittal is approved, the tenant will receive a letter with the **Concept Review Application Form** attached. The letter:

- a) Approves the project in concept only:
  - **Final plans must still be reviewed and approved through the Tenant Construction Permit Application and Final Submittal process,**
  - Other steps may need to be followed as outlined below.
- b) Identifies the Airport Project Coordinator from the Airport Architectural Signage and Mapping Section that is assigned to the project. The Project Coordinator will provide oversight to the project when it is under final design and construction.
- c) Provides preliminary design comments from the Project Coordinator.
- d) Provides additional requests for information, if required.
- e) Identifies whether a project fee is necessary. More information regarding fees and permits is described in Part 3.A.2 (Documents to Submit) of this document.
- f) Identifies liability and maintenance issues that must be resolved, along with issues dealing with vacation of spaces, before the project may proceed.

For Preliminary Submittals that are not approved, the tenant will receive a letter that explains the purpose of the rejection or requests a modification of the project and possible re-submittal of the forms.

## 4. Planning Department Review

If identified in the approved **Concept Review Application Form**, the project will require a Planning Department Review. This review process is under the rules, requirements and fees of the City Planning Department, *yet this review process is coordinated by the Airport Planning Section.*

The Tenant representative must schedule a meeting with the Airport Planning Section. Bring to the meeting a copy of the approved **Concept Review Application Form**. The objective of the meeting is to do a preliminary review to determine what development review process and environmental review will be required for the project. The role of the Airport Planning Section in facilitating the review process by the City Planning Department will also be discussed.

Once approved by the City Planning Department, the tenant may proceed with the **Tenant Construction Permit Application** and the Final Submittal Process.

## 5. Changes in Scope

If the project scope changes, the tenant should discuss these changes with the Airport Property Manager. The Airport Property Manager will decide if the change in scope is of such a nature that the **Concept Review Application Form** must be resubmitted and the Preliminary Submittal process re-initiated.

## B. MAPS, PLANS OR SITE VISIT

### 1. Maps or Plans

Refer to [Exhibit B](#) for information regarding acquisition of Airport maps or plans.

### 2. Site Visits

At this stage, the tenant is encouraged to review the available plans and first proceed with the preliminary submittal process before scheduling a site visit. If a site visit is necessary:

- Site visits must be scheduled with your Airport Property Manager.
- **Two working days notice is required.**
- For access to electrical rooms, the Airport Property Manager will arrange for access with Airport Facilities in accordance with Airport policy. The tenant contractor or engineer shall not contact Airport Facilities or the MOD (Airport Manager On Duty) directly.

## C. COMMON ERRORS OF PRELIMINARY SUBMITTALS

Common errors that delay the preliminary submittal process include:

- a) Not providing a complete description of the work, why it is being done, and a description of the current use versus planned use.
- b) Not providing a plan of the project area with a description of the features on the plan, the location of the project in relation to the building site, the names of adjacent tenants or airport operational areas that may be impacted by the project, and a north arrow.
- c) Not addressing signage impacted by the project
- d) Not clearly identifying or explaining telephone or telecommunications needs
- e) Not including a schedule that identifies the expected design review period and the construction period and recognizes a realistic time for Airport and other agency review time. Refer to [Exhibit H](#) for project scheduling information.

- f) Not identifying any change in utilities (electrical, mechanical, or plumbing; removal, replacement, or new)
- g) Not providing a tenant project contact and phone #.
- h) Not following instructions or taking appropriate action in response to comments provided by City staff, including the Planning Department and the Airport.

The Concept Review Application Form includes a checklist to ensure that these items are included as part of the application, yet the tenant is responsible to point out any other items of interest that may not be included on the checklist.

## Part 3

# Final Submittal Process & Tenant Construction Permit Application

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After approval of the Preliminary Submittal, the Tenant is responsible to keep the Airport Property Manager advised as to the status of the project and their intent to continue with the project. When the Tenant is ready to proceed into the Final Submittal phase, the Tenant must complete the **Tenant Construction Permit Application Form** with the plans, specifications, or other attachments as specified below. Even after the final plan is approved, a Notice to Proceed must be issued by the Airport Architect prior to beginning any work. The detailed steps for the Final Submittal Process are outlined below.

During the course of the Final Submittal Process, all consultants and Tenant representatives must communicate with the Airport Property Manager or Project Coordinator through the Tenant. For a smooth and timely Tenant project, it is recommended that a specific individual representing the Tenant be charged with coordinating the proposed design endeavor.

## A. FINAL SUBMITTAL

### 1. Design Kick-off Meeting

Certain projects will be required to have a Design Kick-off Meeting. Once approval of the Concept Approval is rendered, and if the Concept Review Application Form indicates the meeting is necessary, the Tenant should schedule a meeting with the Airport Property Manager and the Airport Project Coordinator. This meeting should occur prior to the start of the design, to discuss the scope of work, Airport requirements, and direction to available Airport resources for the design process.

The design kick-off meeting will include: introductions, discussion of procedures, and to confirm what design submittals will be required. It is recommended that the Tenant's architect or engineer attend this meeting.

### 2. Documents to Submit

After approval of the preliminary submittal and clearance by the City Planning Department (if required), and after the Design Kick-off Meeting (if required), the tenant will forward all of the following items to the Property Manager:

- a. **Tenant Construction Permit Application Form:** **Exhibit A** includes the Tenant Construction Permit Application Form

- b. **Required number of sets of detailed plans, maps, drawings, specifications, and/or other pertinent information.** The following items must be considered or included:
- 1) Design Guidelines: Refer to **Exhibit C** for **detailed design review guidelines** and to ensure compliance with all requirements.
  - 2) Plans Signed by Professional Engineer: Depending on the nature of the work, project plans may be required to be stamped and signed by a California registered professional engineer for that type of work (i.e., electrical engineer stamps and signs for electrical work).
  - 3) Calculation of Plan Sets Required: Refer to **Exhibit A's Plan Set Calculation Form** to determine the required numbers of plan sets to submit, and whether copies or original wet-stamped plans are required. Typically the assigned Airport Project Coordinator will assist in determining the number of sets required. Additional sets may be requested by the Airport and are to be provided by the tenant to proceed with the review.
  - 4) Original Signatures versus Number of Copies: If plans were required to be prepared by a professional engineer, **Exhibit A's Plan Set Calculation Form** assists in determining which sets of plans must be original wet stamped AND signed and which may be copies of the stamped /signed plans.
  - 5) CADD Guidelines: Refer to **Exhibit I** for **AutoCAD Guidelines** as plans are developed. Electronic versions of the plans must follow these guidelines. A final deliverable is a CD of the electronic version of the plans.
  - 6) Fire Department Review Guidelines: Refer to **Exhibit E** for information regarding the Fire Department Permit Process for Airport Projects, plus procedures and guidelines prepared by the Fire Department. Do not forward a separate set of plans to the Fire Department – the Airport will do that. However, the Fire Department is available for consultation via coordination with the Property Manager or the Airport Project Coordinator.
  - 7) Miscellaneous additional comments:
    - Submittal must include plans, specs, and structural calculations for the entire project.
    - San Jose is in seismic zone 4.
    - No partial submittals or re-submittals.
    - Plan changes are to be clouded and identified with Revision number. The Rev. No. shall also be recorded and dated in the revision block.
    - Show all underground utilities, including electric, water, and sewer.
    - Just before submitting, conduct a careful plan check for accuracy.
    - Use the latest editions of the various building codes – UBC, CBC, NEC, San Jose City Standard Specifications, etc.
- c. **Estimated Project Cost and Fee:** If design and inspection fees are required as identified in the approved Concept Review Application Form, the following fees apply:

Airport Fees

- Airport fees are based on the cost estimate of the project cost. Therefore, the estimated cost of the project must be provided to the Property Manager. Airport fees are based on the project construction cost less installed furnishings or equipment (as estimated by the Tenant).

- Airport fees are 10% of the construction cost with minimum of \$2500. The Property Manager considers each project on a case-by-case basis when reviewing the fee and the tenant will be so advised. Airport fees are reduced if the project is to be reviewed and inspected by the Building Department, since their fees are paid directly to the Building Department. In such a case, your Property Manager will provide details on adjusting the Airport fee downward.
- Airport fee pays for the services of the Airport and/or Public Works inspectors, the Fire Department for plan checking and for inspection for code compliance, and modifications to the Airport maps based on the CADD data received.
- If the fee is insufficient, the Airport may ask for additional fees. This typically applies to multiple re-submittals of plans.
- After the project is completed, an audit will determine the amount of excess fees to be refunded to the Tenant.

#### Building Department Fees

- If the project is to be reviewed and inspected by the Building Department, fees are paid directly to the Building Department.

#### Other City Department Fees

- Other City Department fees may apply. For example, a Haz-Mat permit fee may be required by the Fire Department.

#### Other Agency Fees

- Additional fees for other agency reviews may apply.
- See “Other Agency Approval” below for a list of those agencies which may charge fees.

- d. **Project Schedule:** The project schedule should include:
- Ample review time by the Airport staff.
  - The goals of the tenant for completing the project, with key dates and objectives identified in the schedule.
  - Time to attend the SIDA class, if applicable.
  - Equipment delivery schedule

Periodic updates to the Project Schedule must be provided to the Airport Project Coordinator. Presenting information in the Project Schedule does not negate the need for the contractor to notify the Airport Project Coordinator of upcoming significant events.

Refer to **Exhibit H** Project Scheduling Guidelines for additional information to consider in your project schedule.

- e. **Security Plan:** If specified in the approved Concept Review Application Form, submit a Security Plan. Guidelines and examples are included in **Exhibit D**.
- f. **Other Agency Approval:** The permit application nor the actual Concept Review Application Form forego the need to obtain other jurisdictions permits.

If specified in the approved Concept Review Application Form, submit the approval letter or permits of the applicable agencies or identify the approval status. This may include, but not be limited to, permits or approvals from:

- FAA
- City Planning Department
- County Health Department
- Storm water Permit
- Santa Clara Valley Water District
- Utility Permits
- State Fish and Game
- Bay Area Air Quality Management District

These permits may be obtained and submitted concurrently with these airport submittals.

- g. Other Tenant Coordination:** If specified in the approved Concept Review Application Form, submit a letter that documents your plan to coordinate the project with other tenants along with your contacts of the other tenants.
- h. Material Submittals and Renderings:** All submittals become the property of the Airport. If specified in the Concept Review Application:

  - Provide color, material and signage board(s) indicating elements to be incorporated into the work including, but not limited to, floor and wall coverings, cabinet and shelving materials, and other graphic materials (2 sets – one will be returned as approved).
  - Colored rendering of the storefront and merchandise display (2 hard copies – one will be returned as approved).
- i. Signage:** If specified in the Concept Review Application, provide a signage plan (2 sets– one will be returned as approved, and 1 digital file).
- j. Asbestos Abatement Plan:** If specified in the Concept Review Application, provide an asbestos abatement plan. No work may proceed in any area requiring asbestos removal until approval of the asbestos abatement plan by the Airport.
- k. Traffic Control Plan:** If traffic, both vehicular and pedestrian, is to be impacted in any way, submit a traffic plan that outlines the impact and a proposal to effectively reroute traffic or other mitigation measures. Section 12 Construction Area Traffic Control Devices of the City of San Jose Department of Public Works Standard Specifications also apply.
- l. Project Contact List:** Submit a list of names, agency and responsibility for the project along with phone numbers. Include the Tenant’s Project Manager, the designer, and the name of the primary contact in the field during construction. All tenants and contractors are to be licensed to work in the City of San Jose.
- m. Additional Items:** If specified in the Concept Review Application, submit additional items.

### **3. Routing to the Building Department**

If the project has been selected for review by the Building Department, the Airport Project Coordinator will coordinate the review by the Building Department. The Building Department will not review any Airport projects unless the Airport provides a letter and notated drawings for review to the Building Department.

The steps below summarize this process:

- Airport reviews the project plans to ensure it meets the scope as agreed to.
- Airport will send a letter to the Building Department that explains the project and provides the Airport stamp on the drawings.
- Airport Project Coordinator will notify the tenant or designated representative to pick up the plans and the Airport's letter with instructions on who to call to schedule an appointment with the Building Department.
- The Building Department has assigned plan reviewers that are familiar with Airport requirements for tenant improvements. They will not do any reviews unless they see the Airport letter.
- The tenant or designated representative pays the fees required of the Building Department directly to the Building Department. Airport fees collected do not include Building Department fees.
- The Building Department representative and the Airport Department will discuss review comments to ensure any requests for re-submittals are coordinated between the two agencies.
- The Building Department Permit will be forwarded to the Airports Project Coordinator, who will hold it until all other Airport requirements as noted below are met.

For more information, check the Building Department web page at:

<http://www.sanjoseca.gov>

### **4. Environmental Requirements**

Refer to **Exhibit K** for Environmental Documents that may be required prior to construction or prior to completion of the project.

### **5. Re-submittals**

The Airport Property Manager may elect to have all re-submittals directly forwarded to the Airport Project Coordinator. Should this take place, the Airport Property Manager will notify the tenant of the name and address of the Airport Project Coordinator.

Additional comments:

- No partial re-submittals.
- Plan changes are to be clouded and identified with Revision number. The Rev. No. shall also be recorded and dated in the revision block.
- Again, just before submitting, conduct a careful plan check for accuracy.

The Airport Project Coordinator will assist the tenant in coordinating re-submittals, especially in regards to reviews that involve other agencies including the Building Department. Section A.4 above would apply for the re-submittals that would involve the Building Department.

## **6. Stop Design Notice**

The tenant is advised that a poor design and a disregard to the procedures and advice outlined in this document will impact the completion of the project. A poor design only frustrates all parties and wastes time of the Airport's plans checkers, let alone costing the tenant for the additional reviews involved. Wasting their time impacts the other tenants who also have projects submitted for review and waiting in line.

If submittals are sporadic or incomplete, and this practice continues into a third submittal review, the Airport's Architect will issue a Stop Design Notice. At this point, design reviews will not proceed until a general meeting of all parties takes place and each of the critical issues are discussed.

## **7. Review Time**

If fees were to be collected as identified in the approved Concept Review Application, the project will require additional review time by city and Airport staff, from two to four weeks. Review time is also dependent on the Fire Department review, which could take up to 4 weeks, or the Building Department Review. Refer to [Exhibit E](#) for the Fire Department Review and Inspection Process.

In all cases, the Property Manager and the Airport Project Coordinator will coordinate the review of the plans with Public Works, the Fire Department, and the Building Department. For any questions regarding the status of the review, contact your assigned Property Manager.

## **8. Final Submittal Comments**

If all plans, specifications and materials and other elements meet the requirements of the Airport, final submittal comments stipulate that:

- a. The Airport is providing **final submittal approval** of the project and schedule.
- b. The **NOTICE TO PROCEED (NTP) HAS NOT YET BEEN ISSUED** until the Pre-Construction Meeting is held.
- c. A pre-construction checklist (contractor laydown area, construction hours, security plan, proof of contractor license in the State of California and for the City of San Jose, etc.) and other project requirements must be completed before the NTP.
- d. The tenant is required to schedule a pre-construction meeting with the assigned Airport Project Coordinator.

Two complete sets of approved plans and specifications will be returned. The contractor is required to have one set of approved plans at the job site (or as required by the Building Department). Eventually, one set that is updated and stamped "Record Dwg" as well as CADD files will be submitted to Airport.

## **B. PRE-CONSTRUCTION MEETING**

The pre-construction meeting is the final step for approval of the Tenant Construction Permit Application and issuance of a Notice to Proceed.

Attendants includes:

- Owner employee representatives
- Contractor's on-site superintendent that will be the primary contact.
- Airport representatives.

At this meeting, the contractor must provide:

- Contractors and subcontractors: Copies of their California Contractor's License and San Jose Business Certificate. **Exhibit F** outlines these requirements.
- Approved security plan if required: Refer to **Exhibit D** for Security Plan guidelines
- Badging of employees in secured areas.
  - Refer to **Exhibit G** for information regarding badging of employees and the Administrative Citation Program. At the pre-construction meeting, contractor will be asked if he understands all aspects regarding badging.
- Badging of employees to work at Airport – all areas: Worker identification tags will be provided by the Airport. Any employee working at the airport must present the worker identification tag when safely able when requested by an airport employee. **Exhibit G** provides information regarding worker identification tags.
- Construction and Operations schedule: Refer to **Exhibit H** for project scheduling information.
- Other Agency Permits Issued: A list and a copy of all permits issued.
- Emergency contact list (24/7)
- 2 sets of construction documents as approved by the Airport (these can be copies).
- Approved Asbestos Abatement Plan if applicable.
- Other plans or documents as required by the Airport.

- Environmental Documents required or update on submittals of those documents. Refer to [Exhibit K](#) for more information.

In addition to the above, the following items will also be discussed:

- Vehicle identification, permitting, operating requirements (ramp and/or movement area authorization) and parking.
- Traffic Control plans
- Material delivery schedules and routes of delivery trucks.
- Requests for inspection forms will be provided. Refer to [Exhibit A](#) for inspection forms. If the Building Department is performing inspections, then Building Department forms are to be used.
- Location of contractor lay-down area (storage of materials and equipment) if other than in the construction area
- Weekly construction meetings (to be established if required).

## C. APPROVED PERMIT

After all project requirements are met, approval of the Tenant Construction Permit Application will be given and include a Notice to Proceed issued by the Airport Architect. No partial or conditional approvals will be granted.

Conditions of Approval:

- **Only after the Notice to Proceed is issued, can the tenant bring his contractor on to Airport property commence work.**
- The tenant's contractor must have the following posted at the job site:
  - A copy of the approved Tenant Construction Permit Application Form
  - A copy of the Notice to Proceed
  - If applicable: Any postings required of the Building Department

When requested by any Airport employee and when safe to do so, present these documents. A single copy of each may be kept by the job site supervisor if the job involves several work locations (example: cable pulling) but still presentable at any time when requested.

- **If a contractor shows up to do work that was not planned or beyond the scope of the information given to the Airport Project Coordinator, then the Airport may suspend work. Careful coordination with the Airport Project Coordinator is critical for success.**
- Tenant and tenant's contractor will make such alterations, modifications, or additions strictly in accordance with the permit and approved plans.
- Improvements will commence within three (3) months of issuance of the permit and be completed in a timely manner.
- Material submittals, if required, shall be submitted in a timely manner. Deviation from the material submittals will require additional review time, so plan accordingly.

**Once approval of the Tenant Construction Permit Application is given, all future correspondence should be directed to the Airport Project Coordinator, with copy to the Airport Property Manager.** The address is:

<Name of Airport Project Coordinator>  
Mineta San Jose International Airport  
Planning & Development Division  
1701 Airport Blvd - Suite B1130  
San Jose, CA 95110

Phone # 408-392-3600 or as provided by the Airport Project Coordinator

Issuance of the permit is not to be construed as an alteration or amendment of any lease or operating agreement with the Airport unless so specified in the lease agreement.

#### **D. COMMON ERRORS OF FINAL SUBMITTAL PROCESS**

Common errors during this process include:

- Not including an approved construction wall, along with approved door hardware, to enclose any work in or within view of public areas. See [Exhibit P](#).
- Plans are submitted to the Airport (note steps above), who coordinates plan review with the Department of Public Works, Fire Department, and, if applicable, the Building Department.
- Proceeding with work before approval is given: The Airport has the authority to stop all work that has not been given approval to proceed or is not complying with Airport requirements, including any safety or security infractions.
- Not planning ahead and doing all electronic design following the CADD standards as outlined in [Exhibit I](#).
- Partial submittals or re-submittals that become confusing. Submittal must include plans, specifications, and structural calculations for the entire project.
- Not noting plan changes as clouded and identified with Revision number. The Rev. No. shall also be recorded and dated in the revision block.
- Not showing all underground utilities, including electric, water, and sewer.
- Not doing a careful plan check for accuracy.

Also note that:

- Before approval of the Tenant Construction Permit Application is given, all correspondence should be directed to the Airport Property Manager. An exception is for re-submittals of plans, which may be directed to the Airport Project Coordinator.
- After approval of the Tenant Construction Permit Application is given, all correspondence should be directed to the Airport Project Coordinator. During plan review, all communications – verbal, written, and electronic – go to the Airport Project Coordinator, not the Public Works code reviewers (exceptions may apply if the Building Department is tasked to do plan reviews).
- Use the latest editions of the various building codes – UBC, CBC, NEC, San Jose City Standard Specifications, etc.

## Part 4

# Construction, Occupancy Approval & Project Close-Out

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At this point, the project has received a Notice to Proceed letter and an approved Tenant Construction Permit Form. This section provides information related to the construction of the project, final approval and then close-out. Failure to meet all the requirements in this section may result in a delay to the project start or a work stoppage.

To ensure a successful tenant project, a specific individual representing the Tenant will be charged with coordinating the construction planning and the project itself. All consultants, subconsultants, contractors and subcontractors must communicate with the Airport Project Coordinator through the Tenant's assigned project representative.

## A. CONSTRUCTION

### 1. Notification of start of project

The tenant's contractor will:

- Notify the Airport Project Coordinator seven (7) days prior to commencement of construction.
- Provide an updated schedule along with periodic updates as the project progresses.

### 2. Inspections and Tests

- a. Inspection: All work is subject to inspection by the Airport and the Department of Public Works, as well as other agencies including the Building Department.
- b. The tenant is responsible for requesting inspections.
  - The Airport Project Coordinator will explain to the contractor the process for requesting inspections when multiple agencies are involved (i.e., Airport and the Building Department both perform inspections).
  - Requests for inspection by Airport inspectors must be submitted two full business days (excluding holidays or weekends) in advance of the work, using the Request for Inspection Form I (included in [Exhibit A](#)).
  - Projects that are to be inspected by the Building Department follows the procedures of the Building Department.
- c. Tests: The tenant is responsible for ordering all specialty testing and paying testing fees.

### 3. Building Per Plan

Only reviewed and stamped plans are to be on the job site. The prime contractor is to ensure that subcontractors conform to the plans.

Any revisions to drawings, specifications, calculations, etc., after Airport approval, must be, re-submitted to the Airport Project Coordinator for review and stamp approval, **prior to construction of the same**. Building Department Reviews may also apply. If a revision is not reviewed and approved, inspectors will not be aware of the change, nor will they approve it during the inspection until it has been submitted and approved.

#### **4. Record Drawings**

The contractor should maintain on site, a set of contract documents showing all deviations from the work originally shown. These marked up or “red lined” documents shall be incorporated into the original contract documents. A reproducible set of these record documents and digital files shall be provided to the Airport at project closeout.

#### **5. General Guidelines**

General guidelines include:

- Contractor will accomplish the work described in the permit application without interference with any other construction, maintenance, operation or other activity authorized by the Airport and understands the Airport has the right to suspend the permitted work when any conflicts or interference occur for such a time as it deems necessary.
- The work site shall be maintained as safe, clean and orderly at all times.
- Tenant and tenant's contractor will restore contiguous areas affected by the improvements to original condition.
- Contractor shall obtain all necessary federal, state, county and city permits and shall comply with all applicable laws, codes, and regulations in addition to Airport rules and regulations regarding security badging.
- Contractors working on Airport-controlled facilities or property must be duly licensed and provide proof of adequate insurances.
- Designer to set grades – not the contractor.
- Contractor is responsible for contacting Underground Service Alert to identify buried utilities before digging.
- Follow all other guidelines and information presented in this document.

#### **6. Construction Meetings**

Regular construction meetings may be required for a project. This requirement will be discussed at the pre-construction meeting.

## **B. OCCUPANCY APPROVAL**

### **1. Final Inspection**

The tenant and contractor agree to notify the Airport three (3) working days prior to completion of work for a final inspection by the Airport and the Department of Public Works. Representatives from the Airport will include the Airport Project Coordinator and the Airport Property Manager. Work quality is paramount for project acceptance. Work that is inspected by the Building Department will also be reviewed to ensure compliance of the Building Department requirements.

### **2. Occupancy Permit**

After the final inspection approves the work, but before occupancy is permitted and the project can be accepted as complete, the following steps must be followed and appropriate documents provided:

- a. Tenant Provides:
  - **Submittal of constructed plans**: One (1) full size record drawing and CADD files of the **completed work (Record Dwgs)**, in compliance with the CADD standards outlined in **Exhibit I**.
  - **Permit to Operate from Other Agencies** if required.
- b. The City will Obtain:
  - **Final Sign-off by the Fire Department**. The Fire Department provides this to the Airport. This must be obtained before acceptance is granted.
  - If a fee was paid, **a signed Occupancy Permit by the Public Works Department**.
  - If the Building Department inspected the project, **a signed Occupancy Permit by the Building Department**.
- c. Then, the following will be issued:
  - **Occupancy Permit from Airport Architect**: Based on recommendation of all of the above, along with any other agency permits required for the project, and approved by the Airport Property Manager based on the final walk-through.

## **C. CLOSE-OUT**

To close the project out, the two remaining steps are:

**1. Project Audit**

If Airport fees were collected, the Airport will complete an audit of the project once the project is accepted. The results of the audit will be managed by the Tenant's Airport Property Manager for final resolution. The audit does not apply to the Building Department plan reviews or inspections.

**2. Closing Letter**

The Airport will provide a close-out letter.

**A. AIRSIDE PAVEMENT STRIPING**

The Airport coordinates all airside pavement striping to ensure compliance with applicable FAA Advisory Circulars. Station managers that want to use their own crews must still coordinate with the Airport to ensure painters are escorted, licensed, and inspected as work proceeds.

Station managers that see a need for pavement striping, or who may desire to have their own airline refresh pavement striping, must contact their Airport Property Manager.

**B. TENANTS VACATING LEASED PREMISES**

Refer to [Exhibit J](#) for guidelines and requirements regarding Tenants Vacating Leased Premises

**C. SIGNAGE**

Installation of signs or wayfinding elements requires approval of the Airport Architect or designated representative. Approval of a tenant improvement project does not constitute approval for signage.

Signage and wayfinding guidelines are available from the Airport by contacting the Airport Architect.

<b><u>Exhibit</u></b>	<b><u>Title</u></b>
A	Forms and Applications <ul style="list-style-type: none"><li>▪ Form A: Concept Review Application Form</li><li>▪ Form B: Tenant Construction Permit Application Form</li><li>▪ Form I: Request for Inspection</li><li>▪ Form P: Number of Plan Sets Needed</li></ul>
B	Maps, Plans and Aerials FAQ's
C	Design Review Guidelines
D	Security Plan Guidelines
E	Fire Department Review and Inspection Process
F	License, Insurance, and Bonds
G	Airport Badging
H	Project Scheduling Guidelines
I	SJC AutoCAD Standards
J	Tenants Vacating Leased Premises
K	Environmental Review
L	Premises Distribution System
M	Architectural Guidelines
N	PCI Service Provider Attestation for City of San Jose
O	Storm water Pollution Prevention Plan (SPCC)
P	Typical Construction Wall Detail