

# Construction Document Review Application Form

90% or higher design level

# Form B

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)		

### REQUIRED ATTACHMENTS FOR APPLICATION

- Form A / Form B Review Letter with responses to each staff comment
- At least 90% Revised Construction Documents including Floor Plans, Elevations, Specifications, and Structural Calculations

### OTHER ATTACHMENTS (IF APPLICABLE)

- Application & Corresponding Plans/Drawings
- Asbestos Abatement Plan (if asbestos identified)
- Environmental Documents or Letter of their Status
- Authority Having Jurisdiction Approval

### SUBMITTAL CHECKLIST

- Yes  No Has the scope changed? If yes, please summarize the changes/new additions:

- Yes  No Is this a Revised Form B Submittal?
- This Form B is combined with all the required attachments in (1) single PDF And 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.

## PART 2: AIRPORT OFFICE USE ONLY

Approvals:	Signatures	Date
Property Manager	_____	_____
Senior Property Manager	_____	_____