

Tenant Improvement Design Criteria – Variance Application

Rev. September 2024

PART 1: TENANT FILLS OUT

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

Instructions:

1. Please fill out this form only if requesting an exception to the tenant improvement design criteria.
2. Attach plans showing the proposed alternate design variance for each exception (if applicable).
3. A separate form is required for each variance request.
4. 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.

	Form A	Form B	Revised Form B
Please check if the following have been previously submitted for the project:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TI # & Project name:			
Project address & location description:			
Project summary:			
Specify which Tenant improvement Design Criteria section & requirements you are requesting an exception for:			
Variance proposed for exception. Briefly describe, even if documents are attached:			
<p>VARIANCE JUSTIFICATION for EXCEPTION. Briefly describe your justification, even if documents are attached (any reference, reports, expert opinions, etc.):</p>			

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CONDITIONS OF APPROVAL

- Approval of a Variance application is at the sole discretion of the Airport.
- Sufficient evidence must be provided to support the proposed variance and deviation from the Tenant Improvement Design Criteria.
- The proposed variance must comply with all City of San José adopted codes.
- If the Variance Application is approved, revisions must be incorporated into the drawings. Please attach the revised drawings to any subsequent submittal (Form B/Revised Form B).
- The applicant acknowledges that approval of the Variance Application is based on the documentation at the time of application. If at any point during the review or inspection process the Airport notices deviations from the approved variance, 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 the revised plans.
- Tenant must obtain Airport Approval prior to submitting to Structural Engineering & Code Inspection Division (SECI) or Planning, Building & Code Enforcement (PBCE) for permitting.
- If a design variance is requested while the project is under construction, Tenant must submit a new Variance Application for each variance for review and approval by the Airport.

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

PART 2: AIRPORT OFFICE USE ONLY		
FINDINGS:		
<i>Signatures Date</i>		
SENIOR ARCHITECT	APPROVED	DENIED
PRINCIPAL PROPERTY MANAGER	APPROVED	DENIED
DEPUTY DIRECTOR OF FACILITIES & ENGINEERING	APPROVED	DENIED
DEPUTY DIRECTOR OF PLANNING & DEVELOPMENT	APPROVED	DENIED

