

Mineta San José International Airport
Schematic Design Review - Application Form

Form **A**

Rev. July 19, 2021

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		
Tenant Contact Leader & Company Name		
Address for Project Contact		
Project Contact Phone/ Email	Phone	Email

DESCRIPTION OF WORK Describe existing use, proposed use and reason for the work. More info attached.

Note: If scope of work changes, then applicant must re-apply.

WORK ELEMENTS OR IMPACTS (please check all that apply)

- | | | | |
|---------------------------------------|--|---|--|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Architectural changes | <input type="checkbox"/> Demolition | <input type="checkbox"/> Pavement |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Asbestos Abatement | <input type="checkbox"/> "High" Noise potential | <input type="checkbox"/> Trenching with shoring plan |
| <input type="checkbox"/> Water Hookup | <input type="checkbox"/> Telecomm & Network | <input type="checkbox"/> Crane use | <input type="checkbox"/> Impacts Traffic |
| <input type="checkbox"/> Structural | <input type="checkbox"/> Fire Systems | <input type="checkbox"/> Airfield/ Ramps | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Security Systems | <input type="checkbox"/> West-Side Tenants | <input type="checkbox"/> Other _____ |

REQUIRED ATTACHMENTS for APPLICATION (please check all that apply)

- Location Map / Site Plan of Project
- Floor Plan
- Elevation Plans / Dimensioned Section Heights
- Project Details & Specifications
- Project Schedule with Milestones (start date, review times, finish date)
- Structural Calculations

SIGNATURE OF TENANT CONTACT _____ **DATE** _____
PHONE # _____

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

S.D. Review - Application Form

PART 1: TENANT FILLS OUT - SUBMITTAL CHECKLIST

General Overview

- 1. Have all the applicable *Work Elements/Impacts* been checked on Page 1?: Yes No
 Have all the applicable *Required Attachments* been checked on Page 1?: Yes No
- 2. Has the *Tenant Improvement Design Criteria* been reviewed prior to putting together the project submittal? Yes No

Link to Tenant Improvement Design Criteria:

<https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

Does the project submittal comply with the *Tenant Improvement Design Criteria*? Yes No

- 3. Is this Form A Application combined with all the required attachments in (1) single PDF? Yes No

Are all pages/sheets oriented correctly, with all drawings/text oriented upright? Yes No

Are all pages/sheets legible (digital copies), not illegible scans? Yes No

Are all duplicate pages/sheets removed? Yes No

- 4. What is the expected duration of the Tenant Improvement work (e.g. 1 day, 3 weeks, 5 months, etc.)?

- 5. Will this project require hot work?: Yes No

Please note 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 above.

- 6. Will this project require core drilling of concrete floors/walls/ceilings?: Yes No

IF YES: *Tenant must scan floor and provide Airport with scanning test & results prior to core drilling.*

- 7. Has the design team (designer or contractor) verified the “as-built” conditions? Yes No

As per the Tenant Improvement Design Criteria 1.1 (pg 6): The actual “as-built” building conditions may vary and it is the responsibility of the Tenant’s design team to verify the actual “as-built” conditions and implement all field investigations necessary.

- 8. Will this project require a utility shutdown? Yes No

If yes, please identify any and all utilities impacted (domestic water, sanitary, electric, data, HVAC, fire sprinklers, fire alarm, etc.):

Please note that if the fire alarm system ever needs to be put on test mode or shut down for any work (hot work, replacing/moving FA devices, etc.), BGR or a Siemens Certified subcontractor must be used.

BGR can be contacted through Juan Sanchez (email: director@thebgrgroup.com)

Technical Scopes Overview

9. PLUMBING

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

If yes:

Will this project require new floor penetrations? Yes No

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

10. ELECTRICAL

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

***IF YES:** as per the Tenant Improvement Design Criteria 4.4.2.3, dedicated circuits shall be provided by concession tenants for their equipment. No Tenant equipment shall be connected to the Airport's circuits or receptacles.*

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

If yes:

Will this project require new circuits? Yes No

Will this project require new outlets? Yes No

Will this project increase the electrical load? Yes No

If the load will increase, what is the increase/new load?

Has the design team field verified the existing conditions and identified any affected circuits?

Yes No

Please note that despite the as-builts that may have been provided, Tenant shall without exception field verify existing conditions and identify any affected circuits.

11. RELOCATING / REPLACING / INSTALLING EQUIPMENT

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.) Yes No

If yes:

What is the type of the equipment?

What is the height of the equipment?

What is the weight of the equipment?

If equipment/materials are to be moved within the facility, have you field verified through a site walk and measured the space to confirm if it will be able to pass through all doorways to the desired location? Yes No

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.

Please also note that per the Tenant Improvement Design Criteria 5.4.4.2, no penetration of the Terrazzo will be permitted (to anchor any equipment/material).

12. **SIGNAGE**

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

If yes:

What is the weight of new floor mounted signs?

What is the weight of new wall mounted signs?

What is the weight of new ceiling mounted, suspended, signs?

If suspended, what is the clearance between the bottom of the sign and the finish floor?

Please note that signage designs must follow the guidelines listed in the Tenant Improvement Design Criteria 3.5.1

13. **EXISTING / NEW WALLS**

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

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

14. **INFORMATION TECHNOLOGY**

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

If yes:

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

Who is the Service Provider?

What is the Circuit Number?

Will this project require Layer 2 VLAN? Yes No

If yes:

How many ports are needed?

As 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

15. **ADA / ACCESSIBILITY COMPLIANCE**

Does the project meet accessibility requirements as per the adopted 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? Yes No

Please note the 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).

REGARDING PERMITS/ REQUIRED PRECON DOCS:

Please note that the approval of a Form A or Form B does not constitute a Building Permit, and Tenant shall obtain a formal Building Permit from SECI / PBCE¹ if required by the project.

Please also note that depending on the scope of work, the following precon documents may also be required before construction can proceed: stamped drawings, bonds, insurance, security plan, hot work program acknowledgment form, utility shutdown request form, blanket NOW, precon agenda, etc.

¹ Note: SECI stands for the Structural Engineering & Code Inspection Division, a division of the Public Works Department. PBCE stands for Department of Planning, Building & Code Enforcement. Please submit plans to the appropriate permitting authority after obtaining Airport Approval to proceed.

PART 2: AIRPORT OFFICE USE ONLY

Concept Approvals:

Signatures

Date Approved

Property Manager Senior

Property Manager

Other:

Concept Approval Notes / Comments: