

Tenant Modification Request Application

Tenant Contact:	
Title:	
Company Name:	
DBA Name:	
Address:	
Telephone #:	
Email:	

Emergency Contact:	
Title:	
Address:	
Cellphone #:	
Email:	

Project Manager:	
Company Name:	
Cellphone #:	
Email:	

Project Location:	
Construction Total Sq Ft:	
Proposed Start Date:	
Proposed End Date:	

Scope of Work (Description of project & timeline. Attach, as needed, signage image with specs, construction drawings, and clean-up plan):

OFFICAL USE ONLY (Completed by CCIA)

Received On: _____ Received By: _____ Final Inspection On: _____ Final Inspection By: _____	Approved By: _____ Date: _____ <i>Authorization applies for each project submitted only.</i>
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Tenant Safety Plan

1.	Location of on-site safety plan?			
2.	Will work involve high voltage?	☐ No	☐ Yes (If yes, what is your safety plan.)	
3.	Will work involve confined space?	☐ No	☐ Yes (If yes describe type of space, location, & safety plan.)	
4.	Will work involve welding?	☐ No	☐ Yes (If yes, what is your safety plan?)	
5.	Will work involve trenching or excavating?	☐ No	☐ Yes (If yes, how long & depth of trench/excavation? Please attach maps.)	
6.	Will work impact drainage or SWPPP? (Storm Water Pollution Prevention Plan)	☐ No	☐ Yes (If yes, explain how.)	
7.	Will work involve airfield or secured areas?	☐ No	☐ Yes (If yes, explain how.)	
8.	Will work require a badge escort?	☐ No	☐ Yes (If yes, who will provide escort?) Note, if CCIA provides escort there may be an hourly fee for services.	
9.	Will work involve a crane?	☐ No	☐ Yes (If yes, identify location & height of crane.) Note, it may require the completion of FAA Form 7460 see Exhibit A.	
10.	Please share any additional information which CCIA should know regarding the project.			

Project Authorization Terms and Conditions

Initial

- _____ 1. The Tenant and Contractor shall comply with all federal, state, local laws, statutes, and regulations as may be legally applicable to the work being performed.
- _____ 2. The Tenant and Contractor shall protect the lives and health of the public and comply with all safety standards required by law and any additional standards customarily employed in connection with the type of work being performed or the conditions at the site.
- _____ 3. The Tenant and Contractor must only work on area (any part of building, structure, etc.) for which authorization was granted.
- _____ 4. CCIA Director or appointee may conduct project walk-throughs and inspections at their discretion and as needed throughout the length of the project.

Date Completed

- _____ 1. The Tenant filed with CCIA certificates of insurance evidencing all required coverage and special provisions. It is the responsibility of the Tenant to require and verify Tenant's contractor has adequate insurance coverage equal to or exceed that of the lease agreement.
- _____ 2. The Tenant must maintain at the work site a minimum of the following: CCIA Tenant Modification approved application, plans, specifications, and all applicable City Permits.
- _____ 3. The Tenant must share construction drawings and project schedule.
- _____ 4. The Tenant and Contractor must share copies of SDS (Safety Data Sheets) for all chemicals which will be used for the project.
- _____ 5. The Tenant must share Contractor & subcontractor contact information if any are used for project. It is the responsibility of the Tenant to update the point of contacts with CCIA if they change.

Authorized Tenant Signature

Name

Title

Date