



**TENANT IMPROVEMENT APPLICATION FORM**

**SUBJECT LOCATION:** AIRPORT BUSINESS PARK | **DESCRIPTION OF WORK:** INTERIOR EXTERIOR

**TENANT NAME:**

**CONTACT NAME AND PHONE #:**

**ADDRESS/DESC/LOCATION:**

**COST TO BE BOURNE BY:** TENANT AIRPORT -- IF AIRPORT, ESTIMATED COST

**CONTRACTOR NAME & PHONE NUMBER:**

ATTACHED SKETCH OR DIAGRAM ATTACHED CONTRACTOR RELEASE

*\*\*Notice: It is my responsibility to obtain any and all local, county, state and/or federal permits that may be required by law. Allow 10 business days for processing\*\* Please send completed form with attachments to kgood@fly2pie.com.*

**DETAILED DESCRIPTION OF WORK:**

**TENANT SIGNATURE:**

**DATE:**

**FOR AIRPORT USE ONLY - DO NOT WRITE BELOW THIS LINE. AIRPORT STAFF REVIEW, please initial and comment as needed.**

*Scott A. Yarley, P.E., Airport Engineer (FAA Compliance, Consultant/Project Contractor Liaison)*

Comments:

*Jeff Clauss                      John McCoy                      Michele Routh*

Comments:

*Michael A. Iguina, Facilities (Maintenance – Interior & Exterior)*

Comments:

*Erin Johnson, Operations Manager*

Comments:

*Mark E. Sprague, Deputy Director of Operations and Facilities*

Comments:

*Tom R. Jewsbury, Airport Director*

Comments:

*Kathleen M. Good, Director of Properties (Ground Leases / Permits / RE Contracts)*

Comments:

**AIRPORT AUTHORIZED SIGNATURE:**

**DATE:**

**APPROVED**

**NOT APPROVED**

**CONDITIONALLY APPROVED\***

**\*CONDITIONS OF APPROVAL:**