

Exhibit A

Forms and Applications

January 2003

Forms in this Exhibit include:

- Form A: Concept Review Application Form
- Form B: Tenant Construction Permit Application
- Form I: Inspection Form
- Form P: Plan Set Calculation Form

Mineta San Jose International Airport
Concept Review Application Form

Form **A**
January 2003

PART 1: TENANT FILLS OUT

PLEASE PRINT CLEARLY 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 fill in 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"/> Other tenants | <input type="checkbox"/> Other _____ |

REQUIRED ATTACHMENTS for APPLICATION

- Plan or Sketch of Project
- Project Schedule with Milestones (start date, review times, finish date)

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

Submit original and 1 copy of this application and attachments to the Airport Property Manager.

Concept Review Application Form – Page 2

PART 2: AIRPORT OFFICE USE ONLY

Property - Application Received By: (sign and date):												
Engineering - Application Received By: (sign and date): Senior Civil Engineer _____ Job # _____ Assigned Project Coordinator _____												
Reviews Required <table><tr><td><input type="checkbox"/> Fire - Hazmat</td><td><input type="checkbox"/> Airport Planning</td><td><input type="checkbox"/> FAA Form 7460-1</td></tr><tr><td><input type="checkbox"/> Fire - Sprinklers</td><td><input type="checkbox"/> Planning Department</td><td><input type="checkbox"/> FAA Other _____</td></tr><tr><td><input type="checkbox"/> Fire - Building</td><td><input type="checkbox"/> County Health Dept</td><td><input type="checkbox"/> Other _____</td></tr><tr><td><input type="checkbox"/> Public Works</td><td><input type="checkbox"/> Airport Environmental</td><td><input type="checkbox"/> Other _____</td></tr></table>	<input type="checkbox"/> Fire - Hazmat	<input type="checkbox"/> Airport Planning	<input type="checkbox"/> FAA Form 7460-1	<input type="checkbox"/> Fire - Sprinklers	<input type="checkbox"/> Planning Department	<input type="checkbox"/> FAA Other _____	<input type="checkbox"/> Fire - Building	<input type="checkbox"/> County Health Dept	<input type="checkbox"/> Other _____	<input type="checkbox"/> Public Works	<input type="checkbox"/> Airport Environmental	<input type="checkbox"/> Other _____
<input type="checkbox"/> Fire - Hazmat	<input type="checkbox"/> Airport Planning	<input type="checkbox"/> FAA Form 7460-1										
<input type="checkbox"/> Fire - Sprinklers	<input type="checkbox"/> Planning Department	<input type="checkbox"/> FAA Other _____										
<input type="checkbox"/> Fire - Building	<input type="checkbox"/> County Health Dept	<input type="checkbox"/> Other _____										
<input type="checkbox"/> Public Works	<input type="checkbox"/> Airport Environmental	<input type="checkbox"/> Other _____										
Elements Required <input type="checkbox"/> Artist Rendering or photo concept <input type="checkbox"/> Materials Board <input type="checkbox"/> Signage Plan <input type="checkbox"/> Design Review Meeting Required <input type="checkbox"/> Asbestos Abatement Plan												
Badging Required / Access <input type="checkbox"/> Building (non-AOA) <input type="checkbox"/> AOA (SIDA class required) <input type="checkbox"/> AOA Vehicle Access <input type="checkbox"/> Movement Area Access												
Fees and Comments <input type="checkbox"/> Fee Required <input type="checkbox"/> Comments Attached <input type="checkbox"/> Conforms to Master Plan Projects <input type="checkbox"/> Maintenance and Liability Issues _____ <input type="checkbox"/> Number of Plan Sets Required: _____												

Concept Approvals:

Signatures

Date Approved

- Project Engineer _____
- Senior Civil Engineer _____
- Property Manager _____

Concept Review Application Approved/Disapproved

- Approved - No comments
- Approved with comments attached that must be complied with
- Not approved – comments attached

Senior Property Manager _____

**Mineta San Jose International Airport
 Tenant Construction Permit Application**

Form **B**
 January 2003

PART 1: TENANT FILLS OUT

Please print clearly.

THE CONCEPT REVIEW APPLICATION FORM MUST BE APPROVED BEFORE SUBMITTING THIS APPLICATION.

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

REQUIRED ATTACHMENTS

Please check all that apply.

- Approved Concept Review Application Form
- Planning Department Approval
- Required Sets of Plans, Specifications, Calculations (see "Plan Set Calculation Form P" to calculate the number of sets)
- Fee: Enter Check Amount \$ _____
- Asbestos Abatement Plan (if asbestos identified)
- List of all contractors and subs with phone #'s/contacts
- Security Plan
- Environmental Documents or Letter of their Status

SIGNATURE OF TENANT CONTACT _____ **DATE** _____

Submit original and 3 copies of this application and Required attachments to the Airport Property Manager.

Office Use Only

Date Application Received: _____		
Requires Public Works Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date sent to Public Works: _____
Requires Fire Dept. Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date sent to Fire Dept.: _____
Requires Environmental Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date sent to Environmental: _____
Requires Building Dept Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date sent to Building Dept: _____
Pre-Construction Meeting Date:	_____	

Signatures

Date

Approvals: Project Engineer _____

Property Manager _____

Notice to Proceed

Yes No Senior Civil Engineer _____

Request for Inspection and Testing

For Projects Inspected by Airport or Public Works Inspectors Only
For Building Department inspections, follow Building Department procedures

SUBMIT REQUEST TO: _____

Airport Planning and Development – Project Coordinator

Fax: 408-573-1671

Office: 408-501-_____

REQUEST FOR INSPECTION & TESTING

Project Name: _____

Requested By – Prime Contractor: _____

Subcontractor: _____

Contact Name(s): _____ Phone No.: _____

Date of Request: _____ Date & Time Inspection Needed: _____

(Minimum 24 hrs from time and date of receipt, except weekends & holidays.)

Description of Inspection: _____ (Be specific. Define limits and conditions.)

Location:

Name of Inspector: _____ Inspection Duration: _____ hrs

Inspection Completed: Yes No

Item Ready For Inspection: Yes No

This is a Re-inspection: Yes No

Date & Time: _____

If item not ready, contractor may be charged for inspection.

Comments:

Mineta San Jose International Airport Plan Set Calculation Form

Form **P**
January 2003

This document is provided for the tenant engineer or architect, to determine the number of plan sets that must be submitted for a tenant project. Note that:

1. Resubmittals require complete sets – no separate submittals of individual plan sheets.
2. Tenant is responsible to ensure that final approved sets are copied and distributed to the contractor and all subs.
3. For projects being reviewed by the Building Department, resubmittal requirements are subject to their guidelines.

Project Name	
Location	
Prepared by	

[] CALCULATION SET P-1 APPLIES

If Building Department IS NOT reviewing or inspecting, the following table applies.

- With assistance of your Airport Project Coordinator, fill in the number of sets required for each box that applies, then total each column.
- Applies for initial submittals and re-submittals.
- Due to varying nature of projects, additional sets may be requested.

Wet-stamped
↓
Copy
↓

Airport

		Airport Project Coordinator
		Design Review Committee
		Airport Environmental Review

Public Works - Plan Checker Review

		Plan Checker
		Electrical
		Structural
		Plumbing/ Mechanical

Fire Department Review

		Fire Engineering - 2 sets minimum
		Haz-Mat - 2 sets minimum

		TOTAL Wet-Stamped
		TOTAL Copies

[] CALCULATION SET P-2 APPLIES

If Building Department IS reviewing or inspecting, the following table applies.

- With assistance of your Airport Project Coordinator, fill in the number of sets required for each box that applies, then total each column.
- Applies for initial submittals and re-submittals.
- Due to varying nature of projects, additional sets may be requested.

Wet-stamped and signed
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 Copy
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Airport

		Airport Project Coordinator
		Design Review Committee
		Airport Environmental Review

Public Works - Plan Checker Review

		Plan Checker - Airport systems
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Fire Department Review

		Fire Engineering - 2 sets minimum
		Haz-Mat - 2 sets minimum

Building Department Review

		Plan Checker - 3 sets minimum
		Electrical
		Structural
		Plumbing/ Mechanical

*Tenant provides additional documents as required in the
 Plan Check Submittal Requirements of the Building Department
 See Handout No. 2-18.*

		TOTAL Wet-Stamped
		TOTAL Copies