



# Juneau International Airport Tenant Improvement Request Form

Tenant making request: \_\_\_\_\_ Date of request: \_\_\_\_\_

Tenant contact information: \_\_\_\_\_

Requested start date of proposed work: \_\_\_\_\_

Anticipated completion date of work to be performed: \_\_\_\_\_

Contractor(s) performing work: \_\_\_\_\_

Contractor contact information: \_\_\_\_\_

Provide a detailed explanation of work to be performed; attach additional information as needed:

All modifications, including signage, made to the Juneau International Airport (JNU) facilities must be approved by the Airport Manager. This request for proposed work must be submitted to the Airport Manager's Office at least two weeks prior to the requested start date. JNU reserves the right to deny or modify tenant requests to best serve the needs of the airport facilities.

Proposed work must be performed in accordance with all regulations and codes of the City and Borough of Juneau. Tenant may be required to obtain a building permit from the Department of Community Development to perform the requested work.

All modifications must comply with the terms of the lease agreement between JNU and the Tenant. Costs associated with work performed are the responsibility of the Tenant unless otherwise noted in the lease agreement between JNU and the Tenant. Tenant is responsible for all clean-up associated with the work performed.

Upon completion of work, Tenant must provide as-built drawings of any modification made to the building or facility, if applicable. This includes, but is not limited to: interior walls, electrical, plumbing, permanent casework, door modifications, interior finishes, etc.

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Proposed work approved by:

\_\_\_\_\_  
Patricia Wahto, Airport Manager

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Date