



TIP Application Form

Return completed application to: ktaylor@hsvairport.org.

Part 1 Fields with an * are Required

Tenants must submit a completed application form for each TIP - Tenant Improvement Project submittal.

Form section containing fields for Date Submitted, Submitted by, Project Title, Brief Scope-of-Work, Specific Project Site, Estimated Construction Time, Estimated Start Date, Estimated Construction cost, Does your project require a Crane?, FAA Airspace & Environmental Approvals, Special Requirements, and Utility Requirements.

- Project Type: *
- Exterior Remodeling
- Interior Remodeling
- New Construction
- Installation of Equipment
- Renovation of Existing Facility
- Security Improvements
- Signage
- FAA / TSA
- Airside / Cargo
- Temporary Facility Until
- Other:

Note: Electrical load diagram/analysis are required. Identify and show location of panel for your submittal.
Note: All IT related installation shall follow HMCAA IT Standards and Specifications.
Please see additional requirements on page 2.

Form section containing fields for Are there any special construction requirements, Tenant information, Sub-Tenant information, and Contractor information.

Note: Please reference the TIP No. in all future correspondence pertaining to this project

Table with 3 columns: Application Received, Application accepted on, TIP#. Rows include Received by, Recipient's Signature, 1st Meeting Date, Accepted By, Acceptor's Signature, and HMCAA distribution.

Tenants are encouraged to engage the services of expert aviation consultants for assistance with Airport, FAA, CBP, TSA, HCFCD, ADA and City of Huntsville Building Code regulatory requirements for compliance.

TIP Application Requirements:

- 1) Tenant must secure all required permits for requested work. A copy of the permit MUST be submitted with the TIP form, including City of Huntsville permit that is required for anything over \$50.00.
- 2) Contractor doing work MUST carry the same insurance levels as the airport would require when having a contractor do work.
- 3) Contractor performing the work must be licensed.
- 4) Electrical load diagram/analysis are required – amperage, voltage, etc.
- 5) All supply and control power MUST be in conduit.
- 6) Tenant will provide updated as built drawings. Our office will be required to provide the tenant with the current drawings. In most cases, tenant will need to have our current drawing redrawn as most of ours are .pdfs.
- 7) Tenant will update the electrical panel schedule/legend.
- 8) Must coordinate with E&F to kill power to the panel in order to install breakers.
- 9) After the work is complete, an airport project inspector must inspect the work and sign off on it.