

**RENO-TAHOE AIRPORT AUTHORITY
RENO -TAHOE INTERNATIONAL AIRPORT · RENO STEAD
AIRPORT**

EXHIBIT A - TENANT IMPROVEMENT PERMIT

For Internal Use Only

Permit # _____

Tenant Name: _____

MINIMUM CONDITIONS OF APPROVAL

1. Tenant must submit a Scope of Work Statement to the RTAA for review. Upon acceptance, an Approval in Concept will be issued.
2. Tenant must submit Construction Documents to the RTAA for review. Upon final acceptance of design, an Authorization Letter will be issued.
3. Tenant/Contractor must comply with the RTAA Airport Improvement Guidelines (AIG) and must submit a signed Acknowledgement prior to Notice to Proceed.
4. Contractor must submit insurance certificate(s) including separate endorsement naming the Reno-Tahoe Airport Authority (RTAA), its trustees, employees, agents and officers as additional insured (see Contractor's Insurance Requirements for full details).
5. Contractor must obtain and provide RTAA with copies of all City, County, Regional, State and Federal required permits prior to starting work.
6. Tenant and Contractor must attend a pre-construction meeting prior to starting work. Contact the RTAA assigned Project Manager to schedule the meeting.
7. Contractor must obtain RTAA Notice of Non Responsibility, provided by RTAA Airport Economic Development Department, which must be posted at the jobsite for the duration of the project along with approved RTAA Tenant Improvement Permit and any external permits.
8. Notice to Proceed shall be issued upon compliance with conditions of approval and any additional RTAA requirements. No Work is authorized without the RTAA Notice to Proceed.

CONTRACTOR'S INSURANCE REQUIREMENTS

Due to the complexity of any and all airport related projects, insurance requirements may change based on a wide variety of circumstances. Therefore all projects will be reviewed and the appropriate level of insurance requirements will be established, for each individual project.

1. Modified Occurrence or Claims Made coverage is not acceptable.
2. Insurance Carrier must have a rating of AM Best of A V or higher.
3. **Additional Insured Requirement: Reno-Tahoe Airport Authority, its Trustees, Officers, Agents and Employees are to be listed as Additional Insureds for the project, with a separate Additional Insured Endorsement.**

Certificate Holder/Additional Insured Address

Reno-Tahoe Airport Authority, 2001 E. Plumb Lane, Reno, NV 89502



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TENANT IMPROVEMENT PERMIT

THIS PORTION MUST BE COMPLETED BY TENANT

Date:	Permit No:
Tenant:	Project Location:
Tenant Contact Name:	Phone:
Tenant Address:	E-mail:
Architect/Designer:	Architect/Designer's Address:
Anticipated Start Date:	Anticipated Completion Date:

Project Description (attach additional information, as necessary):

CONTRACTOR'S INFORMATION

General:	Nevada State Contractor's License #:
Address:	Phone:
	E-mail:
Subcontractor:	Nevada State Contractor's License #:
Address:	Phone:
	E-mail:
Subcontractor:	Nevada State Contractor's License #:
Address:	Phone:
	E-mail:
Tenant's Signature:	Date:
Contractor's Signature:	Date:

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TENANT IMPROVEMENT PERMIT

THIS SECTION TO BE COMPLETED BY RTAA STAFF ONLY		
Executed Lease Date:		
Contractor's Insurance Required	Received by:	Date:
Proof of SIIS Coverage	Received By:	Date:
Bonds Required	Received by:	Date:
Permits Required	Received by:	Date:
AIG Acknowledgement	Received by:	Date:
Notice of Non-responsibility	Received by:	Date:
Plans and Specifications on file in Engineering	Received by:	Date:
AED Approval By:	Title:	Date:
Project Title:		Permit No:
Permit Approved By:	Title:	Date:

CUSTOMS & BORDER PROTECTION FEDERAL INSPECTION STATION (CBP FIS): Please read and review this slide carefully. It contains important information when DRIVING or WALKING on the north ramp (between the C Concourse and Cargo buildings). Failure to follow the directions presented can result in fines of up to \$10,000 to you and/or your company. Please ask the Badging Office or your supervisor for clarification if anything is unclear.



C CONCOURSE

- Red lines painted on the pavement around N1 pad and the area in front of the CBP FIS designate a "RED ZONE"
- When CBP is processing an international flight, the RED ZONE may not be breached either on foot or in a vehicle.
- BARRIERS with signage placed on the vehicle service road (in blue on map) are visual cues that the RED ZONE is in effect and no one may enter the area without knowledge and permission of the CBP Port Director.