



Business Development  
 5835 S. Sossaman Road  
 Mesa, Arizona 85212-6014  
 Telephone: 480.988.7647  
 Facsimile: 480.988.2315  
[www.gatewayairport.com](http://www.gatewayairport.com)

Submittal Date: \_\_\_\_\_

**TENANT IMPROVEMENT REQUEST**

This form is to be used by Airport tenants desiring to undertake interior improvement or modification projects involving Airport Authority-owned buildings and other structures; please provide all requested information. If such projects will or may involve or have exterior building or signage components, require new construction that will change overall building or structure square footage or will result in a change to the buildings or structures approved functional use, please submit a Design Review Request (DRR).

For assistance in completing this Tenant Improvement Request (TIR), please contact:

Mr. Matthew McClung, Economic Development and Real Estate Project Specialist  
 Mesa Gateway Airport Authority  
 5835 S. Sossaman Road  
 Mesa, Arizona 85212-6014  
 Telephone: 480.988.7647  
 Email: [mmclung@gatewayairport.com](mailto:mmclung@gatewayairport.com)

Applicant Information	Contractor/Architect Information
Name:	Name:
Title:	Title:
Company:	Company:
Street Address:	Street Address:
Suite No. (if any):	Suite No. (if any):
City, State, ZIP:	City, State, ZIP:
Telephone No.:	Telephone No.:
Email:	Email:
Location of Project (address or building number):	
Current Use of Area(s) to be Improved or Modified:	

Project Justification (attach additional page(s), if necessary):

Project Description (please attach a site plan or drawing(s), as appropriate):

**FOR OFFICIAL USE ONLY**

Project Approved       Project Approved with the Stipulations Listed Below       Project Disapproved

Approval Stipulations (if any) or Reason for Disapproval:

Business Development Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY - continued TIR  
COORDINATION RECORD**

Department	Signature	Date
Engineering & Facilities Department		
Operations & Maintenance Department		