



Business Development
 5835 S. Sossaman Road
 Mesa, Arizona 85212-6014
 Telephone: 480.988.7535
 Facsimile: 480.988.2315
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 building's or structure's approved functional use, please submit a Design Review Request (DRR).

For assistance in completing this Tenant Improvement Request (TIR), or the alternative DRR, please contact:

Mariann Mattia, Business Development Specialist
 Phoenix-Mesa Gateway Airport Authority
 5835 S. Sossaman Road
 Mesa, Arizona 85212-6014
 Telephone: 480.988.7648 Email: mmattia@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		
<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Approved with the Stipulations Listed Below <input type="checkbox"/> 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		