



Tenant Improvement Guidelines

The Colorado Springs Airport is dedicated to the ongoing improvement of new business opportunities in our commercial areas. This often requires the adaptable reuse of existing buildings to accommodate new tenants or building owners to pursue their business interests. The purpose of the ***Tenant Improvement Guidelines*** is to structure the responsibilities for new or existing tenants that will be occupying or improving an existing facility or performing new construction inside the Colorado Springs Airport property.

Tenant Improvement is defined as any renovation, expansion, or change in use of existing commercial property. Improvements subject to review include; construction or removal of interior walls or doorways, permanent fixtures, and any modification of utility service lines (water, sewer, gas, or electric). Improvements exempt from building permits include; painting, wallpaper, floor treatments, moveable cases, moveable counters, and partitions not over 5 feet 9 inches high.

Due to Development Code Requirements the property is subject to confirm the property is in compliance with Pikes Peak Regional Building Department and the State of Colorado.

Structural modifications and changes of use made to an existing building in the City of Colorado Springs are subject to the review of the Pikes Peak Regional Department.

Examples of the common issues subject to be under review include:

- Zoning
- Commercial Parking
- Landscaping
- Signage
- Interior and Exterior Building Renovations
- Mechanical Changes or Improvements
- Changes to and Installation of Plumbing
- Installation of New Electrical Equipment
- Change from one type of business to another (Examples: Retail space changed to a restaurant, or professional offices changed to an alternative use)
- Changes that impact public life, and safety
- Changes that increase or decrease occupancy of the premises

In order to be approved for the Tenant Improvement the tenant must provide the following:

- Completed ***Tenant Improvement Request Form***
- Completed Badge Application. If applicable call the Badging Office at 719-550-1936.
- Written description of proposed business activity and proposed building improvements (Please describe the proposed use of the premises, intended changes to the interior and exterior of the

building, and any other details not provided on the *Tenant Improvement Request Form* or drawn plan).

- Detailed plan, or drawing, of the premises shall be submitted with the *Tenant Improvement Request Form*. (Please provide as much detail as possible including; dimensions of rooms, location and size of the doors, fire exits, walls or partitions, furniture, displays, and counters, both fixed and unfixed).
- After approval from the Director of Aviation, or designee, the tenant will need to obtain permit documentation (building permits, sign permits, food handling, state licensing, electrical plumbing, etc.)
- Project schedule
- List of contractors performing the work
- Final construction drawings at project closeout and project completion
- Meet all insurance requirements set by the Colorado Springs Airport.
 - Landside
 - \$1,000,000 General Liability combined single limit for property damage and bodily injury
 - \$1,000,000 Auto Liability
 - Airside (areas inside the perimeter fence that are not leased by a particular tenant)
 - \$5,000,000 General Liability combined single limit for property damage and bodily injury (this limit also applies to activities conducted off and on a tenant's leased or subleased areas requiring travel to other areas of the Airport)
 - \$5,000,000 Auto Liability (this limit also applies to driving conducted off of a tenant's leased or subleased areas within the Airport secured perimeter)
 - In the event the contractor/vendor/independent courier does not meet the insurance requirements shown above for General Liability or Auto Liability, umbrella/excess liability insurance must be carried in an amount sufficient to meet these minimum requirements
 - For employers with one or more employees, Colorado Workers' Compensation Insurance as required by Colorado state statute and Employer's Liability of \$500,000
 - If a contractor/vendor/independent courier states that Workers' Compensation is not required, the Airport will accept an email stating this fact.
 - **The City of Colorado Springs must be named as additional insured** with respect to both General Liability and Auto Liability Insurance. Certificates of insurance must be submitted before commencing activity and 30 days' notice must be provided prior to any cancellation except for 10 days' notice with respect to non-payment premium.
 - Certificate holder information should be shown as follows:
 - City of Colorado Springs
 - 7770 Milton E. Proby Parkway, Suite 50
 - Colorado Springs, CO 80916

Submit completed *Tenant Improvement Request Form* to COSprproperties@coloradosprings.gov for review. The Airport reviews *Tenant Improvement Request Forms* on an ongoing basis. Tenants will be notified in writing of approval, denial, or a request for more information. Requests that are denied or incomplete will be returned to the tenant. **The tenant is responsible for obtaining all required building permits and applicable licenses.**