



PA 531 Tenant Alteration Application Form	
TAA #	
Tenant	
Facility	
Project	
Date	

APPLICANT MUST READ AND ADHERE TO THE TERMS AND CONDITIONS INCLUDED WITH THIS FORM
 The Applicant shall not commence performance of any of the said work prior to the receipt by Applicant of the Alteration Permit Form PA2714A duly signed on behalf of the Port Authority of New York and New Jersey. Applicant agrees to perform said work in accordance with the information furnished by Applicant on this form and to comply and be bound by all requirements, terms and conditions set forth in this form.

Part 1: TAA Submittal Type *Required for all applications*

CONCEPTUAL APPLICATION <input type="checkbox"/>	INITIAL APPLICATION <input type="checkbox"/>	INTERIM AUDIT <input type="checkbox"/>	SUBSEQUENT SUBMISSION <input type="checkbox"/> <i>Scope Change, Response to Design Comments or both</i>	CHANGE IN A/EOR <input type="checkbox"/>
Fill out Parts 1-4, 7, 10 only	Fill out Parts 1-9	Fill out Parts 1, 7, 10 only	Fill out Parts 1, 7, 10 only	Fill out Parts 1-9

Part 2: Project Location Information

Facility	Location (<i>Building No. or Area</i>) of Space to be altered	Work on Floor(s)		
		Square Footage	(sf)	
Detailed Narrative of Scope		Lease/Permit No.		
		Project Cost Estimate \$		
		Construction Schedule		
		Start	End	
		Occupancy Date		

Part 3: Tenant Information

Tenant		Phone	
Tenant Representative Name		Email	
Tenant Business Address City, State, Zip			
Send Correspondence To <i>(Name of Employee in Charge of Work)</i>		Email	
Sub Tenant (<i>if any</i>)		Phone	
Sub Tenant Rep. Name (<i>if any</i>)		Email	

Part 4: Architect or Engineer (A/EOR) of Record Information

A/EOR Firm Name		Phone	
A/EOR Name, Title		Email	
A/EOR Business Address City, State, Zip		License No.	State <input type="checkbox"/> NY <input type="checkbox"/> NJ

Part 5: General Contractor Information *if known*

GC Company Name		Phone	
GC Name		Email	

Part 6: M/WBE Program Information *A Minority/Women Business Enterprise (M/WBE) Plan is attached hereto for PA approval. The Tenant's contact person responsible for this project's M/WBE Program is named below.*

M/WBE Contact Person		Phone	
		Email	



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Part 7: Document Submission *Required for all applications*
 Choose all that apply and provide associated information. See [TCAP Roadmap](#) and [TCRM](#) for additional information. Upload all documents to the [e-Builder Site](#). (**required for all applications, *required for initial applications only)

WORK TYPE (Choose all that apply)	DRAWINGS	FORMS	ATTACHMENTS (Most frequently required reports, calculations, catalog cuts)	OTHER ATTACHMENTS (Please specify)
<input type="checkbox"/> All TAA Applications**		<input type="checkbox"/> PA 531** (this form) PH 1 07**	<input type="checkbox"/> A/EOR Cover Letter** Narrative of Changes	
<input type="checkbox"/> Architectural	<input type="checkbox"/>		<input type="checkbox"/> Material Test Reports	
<input type="checkbox"/> Supplemental Accessibility Requirements	<input type="checkbox"/>			
<input type="checkbox"/> Environmental* <small>Select only one option</small>	<input type="checkbox"/>	<input type="checkbox"/> EMP Determination	<input type="checkbox"/> EMP Mgmt. Plan	
<input type="checkbox"/> Asbestos*	<input type="checkbox"/>	<input type="checkbox"/> PA 3677* PA 3678	<input type="checkbox"/> Asbestos Survey Abatement Plan	
<input type="checkbox"/> Civil	<input type="checkbox"/>			
<input type="checkbox"/> Electrical	<input type="checkbox"/>		<input type="checkbox"/> Load Calculations	
<input type="checkbox"/> Radio Frequency	<input type="checkbox"/>			
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/>		<input type="checkbox"/> Sequence of Operations	
<input type="checkbox"/> Fire Protection	<input type="checkbox"/>		<input type="checkbox"/> Hydraulic Calculations	
<input type="checkbox"/> Food Service Establishment	<input type="checkbox"/>		<input type="checkbox"/> Sample Menu Materials Sample Board	
<input type="checkbox"/> Geotechnical	<input type="checkbox"/>		<input type="checkbox"/> Geotechnical Calculations	
<input type="checkbox"/> Landscape	<input type="checkbox"/>			
<input type="checkbox"/> Mechanical	<input type="checkbox"/>			
<input type="checkbox"/> M/WBE Participation Plan		<input type="checkbox"/> PA 3749D		
<input type="checkbox"/> Plumbing	<input type="checkbox"/>			
<input type="checkbox"/> Traffic	<input type="checkbox"/>			
<input type="checkbox"/> Signage	<input type="checkbox"/>			
<input type="checkbox"/> Structural	<input type="checkbox"/>		<input type="checkbox"/> Structural Calculations	
<input type="checkbox"/> Sustainability*		<input type="checkbox"/> SPIF (Executed)*	<input type="checkbox"/> Project Credit Checklist Supporting Documentation	
<input type="checkbox"/> Vertical / Horizontal Transportation	<input type="checkbox"/>			
<input type="checkbox"/>				



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Part 8: Tenant Statement of Acceptance of TAA Process
 To be signed prior to A/EOR digitally signing/sealing Part 9.

- I have read the Tenant Construction and Alteration Process (TCAP) Manual and I accept the process.
- I have instructed our Architect/Engineer of Record and their consultants to read the TCAP Manual and accept the process.
- The firm listed on part 4 of this application is identified as the A/EOR for the entire scope of work covered by this application and will be responsible for inspecting the construction hereunder, and all other A/EOR responsibilities described within the TCAP Manual. When the work is ready for use, the identified A/EOR will submit a certification that the work is in conformance with the approved plans and all applicable codes and regulations.

Tenant Representative Name			
Tenant Signature		Date	

Part 9: Architect or Engineer Certification and Statement of Acceptance of TAA Process
 A/EOR to digitally sign/seal once application is complete AND after Tenant signs Part 8.

<input type="checkbox"/> Initial TAA Submission 001 <input type="checkbox"/> Change in A/EOR	Digital Signature and Seal of Licensed Professional Engineer or Architect
<ul style="list-style-type: none"> • I have read the Tenant Construction and Alteration Process (TCAP) Manual and accept the process. We have instructed our consultants to read the TCAP Manual and accept the process. • I have supervised the preparation of plans and specification for the entire work represented herein and hereby certify that they conform to the requirements of the respective enactments, ordinances, resolutions and regulations of the City, town or municipality in regard to construction and maintenance of buildings and structures and in regard to health and fire protection which should be applicable if the Port Authority were a private corporation. • I am the A/EOR who will be inspecting the work under this Tenant Alteration Application. When the work is ready for use, I will submit a certification that the work is in conformance with the approved plans and applicable codes and regulations. 	

Part 10: Architect or Engineer Certification of Conceptual/Subsequent Submission/Interim Audit
 Complete set of drawings must be uploaded for each discipline affected by the change. Upload all documents to the [e-Builder Site](#).

<input type="checkbox"/> Conceptual Application <input type="checkbox"/> Interim Audit <input checked="" type="checkbox"/> Subsequent Submission	Digital Signature and Seal of Licensed Professional Engineer or Architect
<ul style="list-style-type: none"> • All changes to the design documents previously reviewed by The Port Authority of New York and New Jersey must be clearly identified and listed. • Click HERE for the narratives of changes attachment. • I certify that the attached narrative of changes incorporates all changes to the design documents previously reviewed by the Port Authority. 	

Please click the box if you would like to utilize [the interim review process](#) (This is the quickest way to a full design approval)

TERMS AND CONDITIONS

1. In the performance of work covered hereunder the Applicant shall, unless otherwise directed in writing by the Port Authority, conform to the requirements of the respective enactments, ordinances, resolutions and regulations of the city, town or municipality in which the Facility is located in regard to the construction and maintenance of buildings and structures and in regard to health and fire protection which would be applicable if the Port Authority were a private corporation. The Applicant's obligations to comply with the above governmental requirements is for the purpose of assuring proper safeguards for the protection of persons and property at the Facility and is not to be construed as a submission by the Port Authority to the applications to itself of such requirements or any of them.
2. The Applicant shall comply also with such federal, state and municipal laws, statues, orders and regulations, if any, as may be legally applicable to the work or the performance thereof or its employees therein. The Applicant shall consult with the Facility Manager, represented by the Tenant Coordinator, with respect to the applicability of any and all laws, statutes, enactments, ordinances, resolutions and regulations and as to the procedures to be followed before taking any other action with respect thereto, and shall follow the instructions and procedure prescribed by said Facility Manager with respect thereto.
3. The Applicant shall also observe and obey (and compel its officers, employees, agents and contractors to observe and obey) the rules and regulations of the Port Authority now in effect which are applicable to the performance of the work and such further applicable rules and regulations which may from time to time during the said performance be promulgated by the Port Authority for reasons of safety, health, preservation of property or maintenance of a good and orderly appearance of the facility, or for the safe and efficient operation of the Facility.
4. The Applicant shall procure and maintain insurance in its own name as specified in the TCAP manual; or if the work is to be done by an independent contractor, the Applicant shall require such contractor to procure and maintain such insurance in the contractor's name. A certificate evidencing such insurance shall be furnished to the Port Authority Facility prior to the commencement of the work.
5. The Applicant shall indemnify and hold harmless the Port Authority, its Commissioners, officers, agents and employees, against and from (a) the risk of injury (including wrongful death) or damage direct or consequential, to it or them or to its or their property, arising out of or in connection with the performance of the work, and (b) the risk of claims and demands by third persons arising or alleged to arise out of the performance of the work, whether such risks arise out of acts of omissions or the Applicant, its contractors, the Port Authority, or otherwise.
6. The Applicant shall pay all claims lawfully made against it by contractors, subcontractors, materialmen and workmen, and all claims lawfully made against it by other third persons arising out of or in connection with or because of the performance of the work, and shall cause all contractors and subcontractors to pay all such claims lawfully made against them.
7. Only first-class materials and workmanship shall be used in the performance of the work, which shall be done in accordance with the drawings described in Part 2 of this Application and to the satisfaction and subject to the inspection of the Facility Manager (as represented by the Tenant Coordinator); the Applicant shall re-do or replace at its own expense any work not approved by him.
8. The Applicant shall notify the Facility Manager (as represented by the Tenant Coordinator) no less than two days prior to the commencement of the work, and shall complete the same within the number of days specified in Part 2 of this Application; and upon completion shall notify the Facility Manager.
9. In the performance of the work, (a) the Applicant shall not do or permit to be done any act affecting the operation of the existing plumbing, heating, fire-protection, fire-alarm, sewerage, drainage, water supply, electrical, sprinkler, ventilating, refrigerating, fuel or communication system at the Facility, or other such service system thereat, including all pipes, tubes, lines, mains, wires, conduits, equipment and fixtures, except with the express written approval of the Facility Manager (as represented by the Tenant Coordinator), or the Port Authority REO (b) the Applicant shall obtain a Port Authority permit from the Facility Manager (as represented by the Tenant Coordinator) prior to any cutting or welding and shall comply with the conditions which form a part of said permit, a sample of which may be examined in the office of the Facility Manager (as represented by the Tenant Coordinator) or the Port Authority REO.
10. (a) Prior to the commencement of the work and throughout the performance thereof, the Applicant shall erect and maintain at its own expense in or about the space such barriers, shields and other suitable protective devices for the protection of the public and others and their property as in the opinion of the Facility Manager (as represented by the Tenant Coordinator) may be necessary or desirable for the purpose. The work shall be performed in such manner as will cause the minimum inconvenience to members of the public and others at the Facility. During the performance of the work, the Applicant shall not permit the accumulation in or about the space of any debris, rubbish, or litter, of any sort resulting from such performance and shall make such arrangements for the frequent removal thereof from the Facility, by means of facilities to be furnished by the Applicant, as may in the opinion of the Facility Manager (as represented by the Tenant Coordinator) be necessary to prevent such accumulations. (b) In the performance of the work covered by this permit, the Applicant shall not employ any contractor nor shall the Applicant or any of its contractors employ any persons or use or have any equipment or materials or allow any condition to exist if any such shall, or in the opinion of the Port Authority, may cause or be conducive to any labor troubles at the Facility which interfere, or in the opinion of the Port Authority, are likely to interfere with the operations of the Facility by the Port Authority or with the operations of others at the Facility or with the progress of other construction work thereat. The determinations of the Port Authority shall be conclusive on the Applicant and, upon notice from the Port Authority, the Applicant shall immediately remove such contractor or withdraw or cause its contractor to withdraw from the Facility the persons, equipment or materials specified in the notice and replace them with unobjectionable contractors, persons, equipment and materials and the Applicant shall or shall cause it contractor to immediately rectify any conditions specified in the notice in the event of failure by the Applicant or any of its contractors to immediately comply with the requirements of this paragraph (whether or not such failure is due to the Applicant's fault) the Port Authority shall have the right to suspend this permit and the permission thereby granted, without prior notice when the labor troubles shall be so settled that such interference or the danger thereof no longer exists, the Port Authority, by notice to the Permittee, shall reinstate this permit on all the same terms and conditions as before the suspension. "Labor troubles" shall mean and include strikes, boycotts, picketing, work-stoppages, slowdowns, complaints, disputes, controversies or any other type of labor trouble, regardless of the employer of the person involved or their employment status, if any. (c) Notwithstanding the approval of this permit by the Port Authority, the Applicant shall not perform or permit to be performed any work hereunder, the performance of which or the subsequent use or occupancy of which will (1) invalidate or conflict with any insurance covering the Facility or any part thereof, or in any property located therein or thereon, or (2) increase the rate of any fire insurance, extended coverage, rental insurance or other insurance on the Facility, or any part thereof or upon any property located therein or thereon. The Applicant shall promptly observe, comply with and execute the provisions of any and all present and future rules, regulations, requirements, orders, directions and standards of the National Board of Fire Underwriters as interpreted by the New York Fire Insurance Rating Organization as to work performed in New York State, or as interpreted by the Fire Insurance Rating Organization of New Jersey as to work performed in New Jersey, or of any other board or organization exercising or which may exercise similar functions, which may pertain or apply to the performance of the work or to the completed work (including use or operation (hereof) and the Applicant shall make any and all structural and non-structural improvements, alterations or repairs of the work that may be required at any time hereafter by any such present or future rule, regulation, requirement, or order or direction. If because of the work done or by reason of any failure on the part of the Applicant to comply with the provisions of this paragraph any such insurance shall at any time be limited, cancelled or invalidated, then the Applicant shall immediately remove the work, or if the rate of premium for any such insurance shall be higher than it otherwise would be, then the Applicant shall pay to the Port Authority on demand that part of all premiums which shall have been charged because of such work or by reason of such failure by the Applicant. The Applicant shall furnish to the Port Authority evidence of approval of the work by the insurance authority having jurisdiction.
11. Title to any installation, improvement, alteration, modification, addition, repair or replacement resulting from work done pursuant hereto shall immediately upon completion vest in the Port Authority (or in the Port Authority's lessor, if any and if the agreement between such lessor and the Port Authority so provides) without execution of any further instrument. The Applicant shall not remove or change the same unless the Port Authority, on or prior to the expiration or termination of the lease or permit described in Part 1 of this Application or within sixty (60) days after such expiration or termination, shall give notice to the Applicant requiring removal or restoration, in which case the Applicant (on or prior to the expiration or termination date or, if the notice is given after such date, then immediately after receipt of the notice) shall complete the removal of all of the same (or as much thereof as may be required by the notice) and the restoration (to the extent required by the notice) of the space affected by the work to the same condition as it was in prior to the commencement of the said work. If the Applicant shall fail to comply with such notice, the Port Authority may effect the removal and restoration and the Applicant shall pay the cost thereof to the Port Authority upon demand.
12. A Certificate of Authorization to Occupy or Use shall be issued to the Applicant by the Facility Manager (as represented by the Tenant Coordinator) upon request of the Applicant on completion of the work hereunder in accordance with the Terms and Conditions hereof and inspection thereof by the Facility Manager. Issuance of such certificate shall not preclude the Port Authority from showing that Applicant has failed to comply with his obligations hereunder nor shall release Applicant from such obligations.
13. Processing of the Application by the PA is subject to the receipt of applicable fees as advised by the Facility Manager as represented by the Tenant Coordinator.