# PRE-CONSTRUCTION

### PRE-CONSTRUCTION MEETING

PERMITS AND LICENSING

A minimum of five (5) days prior to starting construction A the CONTRACTOR shall contact the LANDLORD to arrange a pre-construction meeting at the site. Attendees should include the GENERAL CONTRACTOR & SUPERINTENDENT.

At the pre-construction meeting the GC shall provide the

# 1) BUILDING PERMIT

A copy of all local Building Permits and, if applicable, Health Permits.

# 2) INSURANCE CERTIFICATE

The Certificate of Liability Insurance should be in the minimum amount of \$2,000.000, in the aggregate, \$1,000,000 each occurrence and should reflect the following as "Additional Insured";

Simon Property Group, Inc. SPG Acquisitions Inc. c/o SIMON Premium Outlets 60 Columbia Road, Building B, 3rd Floor Morristown, NJ 67960

## 3) WORKERS COMPENSATION CERTIFICATE

# 4) SUBCONTRACTORS LIST

## 5) PRE-CONSTRUCTION FEES

A.) Trash Fee
There is a trash fee in the amount of \$1.00/SqFt that
will need to be paid prior to taking possession. This
fee is for supplying dumpsters ONLY as it is your responsibility to bring the garbage to the appropriate

Please make all checks payable to:

NORFOLK OUTLETS, LLC

# LEGAL OWNER

Norfolk Outlets, LLC 60 Columbia Road Building B, 3rd Floor Morristown, NJ 07960

# MALL ADDRESS & PHONE NUMBER

Norfolk Premium Outlets 1600 Premium Outlets Boulevard Suite 680 Norfolk, VA 23502 Phone: TBD

Tenant Addresses will be the same as the Mall address using their respective Suite numbers.

#### **CONSTRUCTION OFFICE ADDRESS &** PHONE NUMBER

# **Norfolk Premium Outlets**

Construction Trailer 6160 Commander Parkway Norfolk, VA 23502 Phone: TBD

# 1) PLAN REVIEW / PERMIT (Timeframe 4 weeks)

Mail the Stamped Plans PDF file via CD, USB or cloud

# The City of Norfolk Department of Planning Attn: Development Services Center 810 Union Street – 1st Floor Norfolk, VA 23510

Phone (757) 664-6517 (757) 664-6586

For questions regarding code issues, contact: Daniel Winslow at Daniel Winslow@norfolk.gov

## 2) HEALTH DEPARTMENT

ALL Food Tenants MUST schedule a phone interview with the Environmental Health Supervisor (contact info below) to determine what information will be required for

Marcia Snyder, REHS Environmental Health Supervisor Norfolk Department of Public Health Environmental Health 830 Southampton Avenue Norfolk, VA 23510 Phone: (757) 683-2713 Fax: (757) 863-2934 Marcia. Snyder@ydh.virginia.gov

# 3) LICENSING

All tenant contractors <u>AND</u> subcontractors performing work within your store must be licensed in the State of Virginia. Please make certain your

All tenant contractors and subcontractors must have a City of Norfolk Business License for work rmed with a value of \$25,000.00 or greater.

## 4) MALL BUILDING DATA

Refer to base building drawings for additional information if required.

Project Name: Norfolk Premium Outlets Construction Type – II-B Construction Number of floors – † Story Occupancy Group - M (Mercantile) Accessory Occupancy – A2 – Food Court Sprinkler System – Yes Fire Alarm System – Yes

Bldg 1: B16 - 00281 PIN: IR - 35040716 Bldg 2: B16 - 00285 PIN: IR - 35090716 Bldg 3: B16 - 00289 PIN: IR - 35140716 Bida 4: B16 - 00290 PIN: IR - 35150716 Bldg 5: B16 - 00299 PNI: R - 35150716 Bldg 6: B16 - 00295 PIN: R - 35210716 Bldg 8: B16 - 00297 PIN: R - 35230716

# **GOVERNING CODES**

Adopted Codes Used For This Project:

2012 International Building Code 2012 NFPA Fire Prevention C

# CONSTRUCTION

#### TEMPORARY PROVISIONS

## 1) TEMPORARY CONSTRUCTION BARRICADE

porary barricade will only be needed if the center is open to the public and you are performing a storefront alteration. Please make sure to follow the Barricade guidelines in the Handbook

#### 2) FLECTRICAL POWER

If permanent power is not available, the TENANT CONTRACTOR is responsible to provide a generator

#### 3) TEMPORARY WATER

If water is not available, contact the Tenant Manager for access to temporary water service

### 4) TEMPORARY TOILETS

he center's toilet facility will not be available for contractors use. If tenant restrooms are not working, TENANT CONTRACTOR is responsible to provide temporary toilets with Landlord app

#### CONSTRUCTION REQUIREMENTS

# Tenant Improvement Construction Information

All tenant Mechanical, Electrical, and Plumbing subcontractors performing work within your store must be <u>licensed in the State of Virginia</u>. These subcontractors must be licensed prior to selection Licensing is a long process in Texas and the subs will not be able to get licensed by time of tion. Please make certain your contractor is aware of this re

Contractors must provide Landlord with an original signed copy of the Construction Rules (see following) prior to turnover of a Tenant's space. The tenant contractor obtaining the tenant improvement permit is the contractor responsible for submitting all required information and certificates of insurance to the Landlord. No contractor will be allowed access to start any work without having full approval of the Landford, which includes satisfying all the insurance requirements

Due to the structural engineering design of the roof system. Tenants and/or their contractors cannot attach to or construct anything on the bottom of the roof trusses unless argument but have to a standard of the structural engineer is needed to determine any structural calculations with Tenant drawings, Tenant is responsible for these services and costs.

enant Cellings: All celling mounted fixtures, lighting, track, signs, etc. must be self-support may NOT be toggled to or supported in anyway by the ceiling system.

If a barricade is required it must conform to the Chelsea Barricade Specification.

### STRUCTURE CHANGES

Tenants are to submit preliminary design drawings ONLY and should drawings until the design is approved by Landford

#### CUTTING, WELDING AND GRINDING ACTIVITIES Welding and cutting is not permitted near large of areas not authorized by Center Management, or

Some tenant suites have furred out col. Access panels, whether in

Some tenant suites have cle are not to be covered and are to remain clear of all obstructions

All work must be coordinated with and approved by the Ter penetrations require that replacement slab be installed with Tenant Manager for detail. In some suites, sawcutting is no structural integrity of the building.

Tenant and Tenant flooring contractors flooring products and/or adhesive with Car responsibility and will not be liable for wate manufacturer's recommendations or are d tilities/services BEFORE general contractor is res cutting any concre

#### UTILITIES AND MECHA AL SYSTEMS

ne) to begin on their turnover date or their

tailed prior to start of Tenant improvement construction, Tenant's ontractor shape responsible to provid per code, with ground fault protection. esponsible to provide temporary power and lighting for the Demised

tion of the permanent system of electrical power furnished by the Landford. Tenant's by utilize the permanent power from the Tenant's panel board. Electrical usage the responsibility of the Tenant starting on the day the keys are picked up or their

# HVAC - All HVAC units are electric. No gas is used for HVAC.

All Tenants must provide regular maintenance of their HVAC system. Each Tenant is to provide a All remains must provide regular maintenance on their nVAX system. Each remaint is o provide a copy of their maintenance contract to the General Manager within one (1) month of their turnover date TenantTenant contractors must provide proof of balancing the HVAC system. They must turn this in to the General Manager with their maintenance contract.

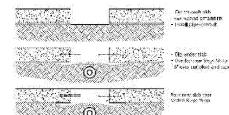
Relocation of thermostat controls shall be at the Tenant's expense and any repairs or failed installations resulting from incomplete or inadequate relocation shall be the Tenant's responsibility.

Protection for the HVAC unit(s) (construction filter) must be in place prior to the start of Tenant's construction. The HVAC unit must also be cleaned when tenant construction is complete. This is the responsibility of the Tenant, MOT the Landford, if natifing celling antitor sanding drowall HVAC



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# REQUIRED CONTRACTORS

Contact the following required subquired subcontractors representatives for information conce equirements, application for services, billing procedures, etc. mation concerning local installation

# FIRE SPRINKLER

FIRE ALARM

richard.pond@iesci.ne

Tom Carter David Reynolds 5596 Greenwich Road Virginia Beach, VA 23462 Phone: 757-455-8888 tcarter@midatlanticfireprotection.com

Rich Pond 1010 Bowen Parkway, Suite A

### ROOFING CONTRACTOR

Roof Systems of Virginia Frank Condon 510 W. 24<sup>th</sup> Street

# STOREFRONT

Binswanger Glass Matthew Harloe 2527 Atlantic Avenue Rateigh, NC 27604 Phone: 919-524-7660 mharloe@binswengerglass.com

# **TENANT COORDINATION** CONTACT INFO

For questions regarding site access, delivery dates, construction rules and regulations, the scope of Landlords work and Tenants work, please contact:

#### Tenant Manager Danny Herrmann dherrmann@simon.com Cell (973) 885-8904

Tenant Sign Manager Judy Walton Cell (949) 521-0665

# PRE-CONSTRUCTION MEETING DRAWING

TENANT'S ARCHITECT MUST INCLUDE THIS DRAWING FOR PERMITTING AND BIDDING, LOCATE DRAWING IMMEDITELY BEHIND TITLE SI

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REV. # ISSUE / DESCRIPTION DATE CLIENT REVIEW CLIENT/LL REVIEW

LANDLORD **STANDARDS** 

DRAWING DATE: ARS .IDM 16.316

16.316 - G-002.dwg

# ITIES

formation concerning local installation requirements,

Food Tenants Virginia Natural Gas Jeb J. Godbout 757-466-5441 office 757-375-2394 mobile icodbout@southerncc.com