

# Tenant Submittal Procedures

**INTERNATIONAL  
MARKET PLACE**

Prepared for:

International Market Place Tenants  
and their project teams

Prepared by:

The Taubman Company

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### References and Defined Terms:

- *The term ‘Tenant’ may also be used to imply Tenant’s Consultants, Contractors, or other Tenant representatives.*
- *Store Design Drawings may also be referred to as Design Drawings or ‘DD’s’*
- *Working Drawings may also be referred to as Construction Drawings or ‘CD’s’*
- *References to the TC website, please follow this link <http://tenantcoordination.taubman.com>*

**1. STORE DESIGN AND WORKING DRAWINGS**

How to Submit

There are two ways that Tenants can send their Design and Working Drawing submittals for Landlord review:

- **EMAIL attachment to [IMPTC@taubman.com](mailto:IMPTC@taubman.com)**

To send drawing submittals via email, please:

1. Attach drawings (all sheets combined in one .pdf file) to the email and send to [IMPTC@taubman.com](mailto:IMPTC@taubman.com).  
Please note: Taubman email system is able to process large email file sizes.
2. Due to the high volume of emails we process, please format subject line as follows:  
Subject: CTR-Store Name-###-Subject, (IMP-Super Store-000-**Design Drawings Submittal**) Please do not use store abbreviations such as SR, rather spell out Store Name.
3. Please indicate if the submittal is a revision, and cloud any revisions on the drawings.

- **Visit the tenant coordination website <http://tenantcoordination.taubman.com/> Select International Market Place and scroll down to bottom of page and complete the required fields, then click submit file button.**

### Submit Drawings for Review

CENTER NAME*	SPACE NUMBER*	TENANT NAME*
<input type="text" value="International Market Place"/>	<input type="text"/>	<input type="text"/>
FIRST NAME*	LAST NAME*	POSITION
<input type="text"/>	<input type="text"/>	<input type="text"/>
EMAIL*	PHONE NUMBER*	ADDRESS
<input type="text"/>	<input type="text"/>	<input type="text"/>
COMPANY NAME*	CITY	STATE / POSTAL CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* REQUIRED FIELDS

File upload

Submittal Type
▼

Browse...

\*FILE SIZE LIMIT IS 50MB

Submit file

What to Submit:

*Store Design Drawings (DD's):*

**\*\*Please note: these are minimum submittal documents for all tenants. Tenants on Levels 1, 2, or 3 that are visible from the public right of way (STREET FACING) MUST follow the submittal procedures for Waikiki Special District-Minor (WSD-minor) as found in the Permitting information found on the TC Website. Street Facing Tenants MUST submit their WSD-minor permit documents DIRECTLY to Landlord, not City/County of Honolulu\*\***

Unless specified otherwise in Tenant's lease, the submission of DD's to Landlord, any resubmissions as may be required by Landlord, and Landlord's written approval of the DD's shall be a precondition to the preparation of Working Drawings and Specifications by Tenant

1. Tenant shall submit to Landlord one (1) set of DD's prepared by a qualified architect specializing in retail design, in electronic (.pdf) format, showing intended design character and finishing of the Leased Premises. The DD's shall comply with the design criteria of the development and shall set forth the requirements of Tenant within the Leased Premises. Said drawings shall include but not be limited to the following:
  - Merchandising layout of the space: merchandise allocations and fixture locations, both permanent and movable.
  - Architectural design of the space, including storefront: floor plans, reflected ceiling plans, and elevations including signage, sections and complete fixturing information, material selections and finishes, including color.
  - Prototype Photos of storefront of a comparable existing store or renderings of the storefront for the proposed store with their submittal.

## What to Submit (cont.)

### *Construction (Working) Drawings and Specifications (CD's):*

Immediately following the date on which DD's bearing Landlord's approval are returned to Tenant, the Tenant shall commission an architect registered in the County where the project is located for preparing CD's and Specifications for the Tenant's leased premises. CD's shall be prepared to comply with Landlord's construction criteria, and shall adhere to the DD's as approved by Landlord.

1. Tenant shall submit to the Landlord for review and approval one set of complete CD's and Specifications, electronic format. The following information is required:
  - General demolition plan.
  - Key Plan Showing Location of Leased Premises
  - Floor Plan
  - Reflected Ceiling Plan with Lighting Layout and ceiling heights
  - Storefront Elevation, Section, and Details
  - Typical Interior Transverse and Longitudinal Sections
  - Interior Elevations
  - Details of Special Conditions and Architectural Features
  - Door Schedule and Related Details
  - Hardware Specifications or Schedule For All Hardware
  - Finish Schedule, materials sample board (see page 6)
  - Fixture Plans and Details
  - HVAC Plans: basic equipment to be used and its position and capacity, duct distribution system and diffuser locations.
  - Special Details
  - Completed Electrical Data Tabulation Form (Appendix A)
  - Electrical Plans: floor and reflected ceiling plans showing outlets, type of lighting fixtures, other electrical equipment contemplated and location of panelboard(s), switchboard(s) and projected electrical loads.
  - Special Details
  - Riser Diagram
  - Lighting Schedule (Submit Fixture Cut Sheets)
  - Plumbing Plans
  - Fire Protection Plans
  - Specifications

## Landlord Review Comments and Tenant's Response

### *Store Design Drawings (DD's):*

After review of DD's, Landlord shall return to Tenant, sent via Info Exchange, one (1) set of prints of DD's with Landlord's modifications and/or approval. If DD's are returned to Tenant with modifications, but not bearing Landlord's approval, said DD's shall be immediately revised by Tenant and resubmitted to Landlord for approval within ten (10) days of their receipt by Tenant. Landlord will endeavor to review and return DD's within seven (7) days of receipt by Landlord.

### *Construction (Working) Drawings (CD's) and Specifications:*

Unless specified otherwise in Tenant's lease, all CD's and Specifications prepared by Tenant's Architect shall be submitted by Tenant, in the form of one (1) set to Landlord within twenty-one (21) days from receipt by Tenant of Landlord's approved DD's. Any required revisions to such CD's and Specifications shall be prepared and resubmitted by Tenant to Landlord within ten (10) days of receipt of notice from Landlord. Any revisions to the approved CD's must be approved in writing by the Landlord before commencing work. Landlord will endeavor to review and return CD's and Specifications within fourteen (14) days of receipt by Landlord. **Construction is NOT allowed to begin until Tenant's drawings are approved and space has been delivered.**

For questions about Landlord Review Comments, please contact:

Livia Owens, Sr. Tenant Coordinator Phone: (248) 258-7455 Email: [lowens@taubman.com](mailto:lowens@taubman.com)

## When to Submit

Tenant shall submit its Material Samples Board, for Landlord's approval, upon submitting CD's.

## What to Submit

Tenant shall submit an 11" x 17" material finishes board (an actual board, no images). **Labels on materials board shall match** the proposed materials shown on the Finishes Schedule on Tenant's CD's.

## How to Submit

Material sample board shall be submitted, by mail, directly to the Tenant Coordinator. Please indicate the name of the Shopping Center, Tenant Name, and Space number. See General information for contact information, found on TC Website.

## Landlord Review Comments and Tenant's Response

After review of Material sample boards, Landlord shall return to Tenant, by email attachment, one (1) photo copy of material sample board with Landlord's modifications and/or approval. If Material Sample Board is returned to Tenant with modifications, but not bearing Landlord's approval, said Material Sample Board shall be immediately revised by Tenant and select materials resubmitted to Landlord for approval within ten (10) days of their receipt by Tenant. Landlord will endeavor to review and return comments regarding Material Sample Board within seven (7) days of receipt by Landlord.

For questions about Landlord Review Comments, please contact:

Livia Owens, Sr. Tenant Coordinator

Phone: (248) 258-7455

Email: [lowens@taubman.com](mailto:lowens@taubman.com)

### 3. Sign Shop Drawings

**\*\*Please note: these are minimum signage submittal instructions for non-Street Facing Tenants for Landlord review. Tenants on Levels 1, 2, or 3 that are visible from the public right of way (STREET FACING) MUST obtain a Sign Permit. Signage for Street Facing Tenants must strictly conform to the Street Facing Storefront Criteria found on the TC Website. Street Facing Tenants MUST submit their Sign Permit documents DIRECTLY to Landlord, not City/County of Honolulu\*\***

#### When to Submit

All Tenants shall submit its sign shop drawings and specifications, for its primary storefront signage, for Landlord's approval, AFTER Landlord approval of Tenants Construction (Working) Drawings, and prior to fabrication of Tenant's sign.

#### What to Submit

Such drawings shall show location of sign on storefront elevation and section drawings and shall clearly indicate color, materials, attachment devices and methods, dimensions, construction details, illumination details, and electrical power requirements and connections. See Sign Criteria on TC Website.

#### How to Submit

Sign shop drawings submitted, by email attachment, to [IMPTC@taubman.com](mailto:IMPTC@taubman.com). Due to the high volume of emails we process, please format subject line as follows:

- Subject: IMP [Store Name] [space number] – sign shop drawings.

Do not use store abbreviations such as SR, rather spell out Store Name.

#### Landlord Review Comments and Tenant's Response

After review of Sign Shop Drawings, Landlord shall return to Tenant, by email attachment, one (1) set of prints of Sign Shop Drawings with Landlord's modifications and/or approval. If Sign Shop Drawings are returned to Tenant with modifications, but not bearing Landlord's approval, said Sign Shop Drawing shall be immediately revised by Tenant and resubmitted to Landlord for approval within ten (10) days of their receipt by Tenant. Landlord will endeavor to review and return Sign Shop drawings within seven (7) days of receipt by Landlord.

For questions about Landlord Review Comments, please contact:

Livia Owens, Sr. Tenant Coordinator

Phone: (248) 258-7455

Email: [lowens@taubman.com](mailto:lowens@taubman.com)



## When to Submit

FM Global approval is needed **prior to the Tenant's start of construction.**

## What to Submit

Tenant shall cause to be designed and shall submit for review by Landlord's Insurance Underwriter, the Fire Rating Inspection Bureau **FM Global** the following fire suppression documentation for Tenant's sprinkler system ('Fire Suppression Drawings'). The following information is required:

- Shop Drawings
- Specifications
- Hydraulic calculations
- Materials Cut Sheets – Specifications (manufacture, model, size, etc.) for sprinkler heads, sprinkler pipe, and fittings.
- All Components (sprinklers, pipe, fittings, etc.) are to be FM Approved.

Landlord's approval of this shall not constitute the assumption of any responsibilities by Landlord for the accuracy or sufficiency of the sprinkler system. Tenant shall be solely responsible for the system within the leased premises.

## How to Submit

Submit all documentation to **FM Global** by email attachment, file type .pdf to the following email address:

[ENGLosAngelesPlanReview@fmglobal.com](mailto:ENGLosAngelesPlanReview@fmglobal.com)

Be sure to format your subject line of your email as follows: IMP – [Tenant] – [Space Number] – Fire Suppression drawings submittal.

## Review Comments and Tenant's Response

After review of Fire Suppression Drawings, FM Global shall return to Tenant's Fire Suppression System Installer, by email attachment, one (1) Plan Review Letter with comments indicating modifications or approval. If modifications are required, said documents shall be immediately revised and resubmitted for approval within five (5) days. FM Global will endeavor to review and return Fire Suppression Drawings within seven (7) days of receipt by FM Global. **Plan review must be completed / approved prior to start of construction.**

For questions about Fire Suppression System Submittals, contact:

FM Global – Los Angeles  
6320 Canoga Avenue  
Suite 1100  
Woodland Hills, CA 91367  
Tel: 818-227-2200  
Fx: 818-883-0759

## Appendix A - Tenant Electrical Data Tabulation Sheet

Tenant Name \_\_\_\_\_ Space No. \_\_\_\_\_

Product/Service \_\_\_\_\_ Retail \_\_\_\_\_ Block: \_\_\_\_\_ Level \_\_\_\_\_

Lease Area \_\_\_\_\_ SQ. FT. (Square footage from Tenant Design Drawing)

Load Type	Connected KW	w/sf
Space Lighting		
Showcase Lighting		
Sign Lighting		
Receptacles		
Water Heating		
Toilet Exhaust Fan (HP)		
Special Appliances or Equipment 1		
Miscellaneous (No description indicated)		
Space Heating		
Air Conditioning (HP, KW or FLA)		
Fan Coil Unit (HP)		
Exhaust Hood Fan(s) (HP)		
Make-up Air Fan (HP)		
Largest Motor _____, Total Motor (HP)		
<b>TOTAL CONNECTED LOAD (kW)</b>		
<b>TOTAL SIMULTANEOUS LOAD (kW)</b> (Maintained at 3 hours or more)		
Amps at 480V, 3-phase		
Allowed Watts/Square Foot		
Designed Watts/Square Foot		

**Footnote 1:** Attach separate sheet outlining equipment name, location, KW or HP, etc.

PREPARED & CERTIED BY: \_\_\_\_\_ Date: \_\_\_\_\_

**Do Not Write Below This Line**

480/277 volt, 3-phase, 4-wire power to Tenant space	
Source:	TMS-
Circuit Breaker Size:	A Feeder:
Transformer Size for 208V loads in space:	kVA
Telecommunications Source:	"C. No room number on conduit plan