

TENANT DOCUMENT SUBMISSION & APPROVAL PROCEDURES

TIME TABLE FOR SUBMITTAL AND APPROVALS



STEP	ACTION	TIME PERIOD
1	Tenant submits electronic PDF files of the Preliminary Documents to the Tenant Coordination Department referencing the Tenant Name, Space number and Fashion Outlets Center in the subject line: tcphoenix@macerich.com	20 days following Tenant's receipt of a fully executed counterpart of the Lease and a copy of the Tenant Package (or 10 days following the date of disapproval under Step #2).
2	Tenant Coordinator approves, approves with conditions, or disapproves the Preliminary Documents.	15 days after confirmed completion of Step #1.
3	Tenant submits electronic PDF files of the Construction Documents to The Tenant Coordination Department: tcphoenix@macerich.com	20 days after Tenant Coordinator approval at Step #2.
4	Tenant Coordinator approves, approves with conditions, or disapproves the Construction Documents.	15 days after confirmed completion of Step #3.
5	Requirement of Village of Rosemont All Mechanical, Electrical, Plumbing & Structural drawings must be reviewed and approved by Thorsen, Baker & Associates, Engineers. This review to be facilitated by Landlord. Engineer review fee is to be submitted to the Landlord with final Construction Drawings for review.	Prior to submission to Building Department

Drawing Submittal Format: All Drawing Submittals must be submitted to tcphoenix@macerich.com 1) as PDF files; and 2) Published to scale.

Note: Tenant must contact Tenant Coordinator regarding requirements for Landlord approval prior to document submission to governmental authority for building permit.

All Tenant designs are subject to review. Tenants are encouraged to review the entire Tenant Package with the Landlord prior to beginning development of their store design.

PRELIMINARY DOCUMENT SUBMITTAL

The Preliminary Document review process will evaluate all the criteria discussed in this manual, including overall three-dimensional form, degree of design uniqueness and identity, use and detailing of materials, colors and lighting, and integration of signage and graphics. Submittals are to provide the reviewer with a clear understanding of proposed design concepts. The submission must be complete in order to fairly evaluate the proposal and prevent continuation of work on an unacceptable design. Landlord will review and comment on preliminary documents within fifteen (15) days of receipt. If Preliminary Documents are returned to the Tenant with comments and do not bear the conditional approval of the Landlord, Tenant shall see that the drawings are revised to satisfy any comments by Landlord and resubmitted to the Landlord for approval within ten (10) days of their receipt by Tenant.

Tenant shall submit to Landlord electronic PDF files of items 3-7 to tcpheoenix@macerich.com, referencing Tenant name, space number, and Fashion Outlets Center in the subject line. one (1) sample board, one (1) perspective or photo image for Landlord review.

DO NOT CONVERT A PDF TO A DWF. This will slow down the review process considerably and can cause system failure.

1. Color and Material Sample Board
Include actual samples of all Tenant colors and materials visible to the public, mounted on foam core or card stock.
Clearly label all materials and reference to floor plan elevations.
2. Perspective and/or Photo Image(s)
Colored perspective rendering and/or prototypical photo images of the proposed storefront, including graphics and signage.
3. Key Plan - On Cover Sheet
 - A. Name of Tenant, name of Mall or Center, space number
 - B. Applicable Codes, Building Type and Occupancy Type
 - C. Leased square footage
4. Floor Plan - ¼" Scale Minimum - showing:
 - A. Entire lease dimensioned space with room names
 - B. Floor finishes, casework and fixture locations
5. Reflected Ceiling Plan - ¼" Scale Minimum - showing:
 - A. Lighting design, including fixture types and locations, signage, access panels
 - B. Overhead projections such as light coves and fascia systems
 - C. Entry
6. Sections - 1" Scale Minimum - showing:
 - A. Entry
 - B. Display windows and fascia
 - C. Sign integration into storefront design
7. Storefront Elevations - ½ Scale Minimum - showing:
 - A. Exterior views - front and sides
 - B. Signs, graphics, logos

FINAL DOCUMENT SUBMITTAL / CONSTRUCTION DOCUMENTS

Within twenty (20) days after receipt of Landlord's approval of the Preliminary Documents, Tenant shall submit to Tenant Coordinator electronic PDF files of Construction Documents to tcphoenix@macerich.com, referencing Tenant name, space number, and Fashion Outlets Center in the subject line including specifications, which shall adhere to the approved Preliminary Documents per the following.

The Construction Documents must include a responsibility schedule. Any work, which is the Landlord's responsibility, must be listed clearly on a responsibility schedule on the cover sheet. If any questions arise from the Tenant's interpretation of the design and criteria information, the Tenant shall assume all responsibility for clarification by written request to the Tenant Coordinator. The Landlord plan review and approval process is independent of local permitting for construction. The Tenant is responsible for procurement and compliance with local, state and federal codes and requirements.

1. Key Plan - On Cover Sheet
 - A. Name of Tenant, name of Mall or Center, space number and location leased premises within Mall or Center
 - B. Applicable codes, building type and occupancy type
 - C. Leased square footage
 - D. Responsibility schedule
 - E. Drawing index
2. Floor Plans - 1/4" Scale Minimum - showing:
 - A. Entire lease space with room names
 - B. Floor finishes, casework and fixture locations
 - C. Demolition plan
3. Reflected Ceiling Plan - 1/4" Scale Minimum - showing:
 - A. Complete lighting design, including fixture types and locations, signage, access panels
 - B. Overhead projections such as light coves and fascia systems
 - C. Entry
 - D. Connection to Landlord's work. Tenant's framing and/or additional structure showing freestanding from Landlord's structure.
4. Sections - 1" Scale Minimum - showing:
 - A. Entry
 - B. Display windows and fascia
 - C. Sign integration into storefront design
 - D. Connection to Landlord's work. Tenant's framing and/or additional structure showing freestanding from Landlord's structure.
5. Interior Elevations - 1/4" Scale Minimum - showing:
 - A. All sales floor interior views
 - B. Built-in casework, signage, display systems
6. Storefront Elevations - 1/2" Scale Minimum - showing:
 - A. Exterior views - front and sides
 - B. Signs, graphics, logos
 - C. Landlord neutral piers
 - D. Storefront finishes (to be referenced to finish schedule)

FINAL DOCUMENT SUBMITTAL / CONSTRUCTION DOCUMENTS (CONT'D)

7. Architectural Details - 1/2" Scale Minimum
8. Door Schedule w/ Details - Include floor transition details and anti-theft security system details
9. Details, Catalogue Cut Sheets, and Fixture Finishes
10. Finish & Color Schedule
11. Mechanical Documents
 - A. Reflected ceiling plan, depicting diffusers and return air grilles drawn on a scale of 1/4"=1 '0"
 - B. Roof plan showing the location of proposed rooftop equipment drawn on a scale of 1/4"=1 '0"
 - C. Details of all equipment and methods of installations drawn on a scale of 1/2"=1 '0"
 - D. Unit & equipment schedule, load calculations, outside air requirements and Title 24 Energy Calculations (for CA)
12. Plumbing Documents
 - A. Floor plan depicting all water piping, sanitary facilities, plumbing vent piping, water heater, drinking fountains (if any), water closet, lavatory and floor drain
 - B. Plumbing single line diagram
 - C. Plumbing fixture schedule
 - D. Water heater detail and cut sheet
 - E. Grease trap cut sheets and information for all food preparation areas having pot sinks and/or any grease-producing appliances that will discharge into the waste system
13. Fire Protection / Smoke Evacuation Documents
 - A. Engineered sprinkler documents shall consist of a reflected ceiling plan depicting sprinkler head locations drawn on a scale of 1/4"=1'-0". Sprinkler documents must be City approved prior to construction commencement.
 - B. Smoke evacuation requirements can be found in the Tenant Design Criteria.
14. Fire Alarm
 - A. Engineered fire alarm shop drawings showing new notification and initiating devices on a scale of 1/8" = 1'-0". Fire alarm drawings must be City approved prior to construction commencement.
 - B. Drawings shall be prepared by Landlord approved Fire Alarm Vendor - Simplex Grinnel ((630) 948-1100).
15. Electrical Documents
 - A. Electrical load summary and Comcheck showing interior lighting compliance with 2009 IECC)
 - B. Floor plan depicting branch circuiting and equipment locations
 - C. Reflected ceiling plan depicting the layout of light fixtures
 - D. System one-line diagram
 - E. Panel board schedules
 - F. Lighting fixture schedule
 - G. Legend
 - H. Fire alarm system extension

FINAL DOCUMENT SUBMITTAL / CONSTRUCTION DOCUMENTS (CONT'D)

16. Structural Documents
 - A. Design elements affecting the structure of the base building
 - B. Alterations, additions, modifications and reinforcements to the base building which shall be required to accommodate Tenant's Work
 - C. All calculations & details (Include ICBO numbers on all framing details, Seismic bracing details for State of California.)
 - D. All forms required by governmental agencies and Governmental Regulations, fully and properly completed and executed by Tenant
 - E. Partial structural framing plan showing existing conditions for new and existing rooftop installations and proposed reinforcement, which shall be accompanied by structural engineers' calculations, drawn on a scale of $\frac{1}{2}''=1'0''$.
 - F. Ceiling, soffits, storefront attachment details to existing base building
 - G. A letter from a state-registered structural engineer certifying that all new equipment and design elements serving the Premises are adequately supported to carry the new load.

PROCEDURE OF REVIEWING PRELIMINARY DOCUMENTS AND CONSTRUCTION DOCUMENTS - DEFINITION OF TERMS

1. Approval. If Tenant Coordinator approves the Preliminary Documents or Construction Documents, as the case may be, Tenant Coordinator shall notify the Document Originator in writing or by endorsing and returning one set of Preliminary Documents or Construction Documents, as the case may be, to the Document Originator.
2. Disapproval. If Tenant Coordinator disapproves the Preliminary Documents or Construction Documents, as the case may be, Tenant Coordinator shall notify the Document Originator of such disapproval, providing written explanation in reasonable detail, for Tenant Coordinator's disapproval and Tenant shall make such adjustments, corrections and modifications as shall be required to overcome Tenant Coordinator's objections and resubmit the revised Preliminary Documents or Construction Documents, as the case may be, to Tenant Coordinator for Landlord's approval. The preceding process shall be continued until (a) the Preliminary Documents or Construction Documents, as the case may be, are either approved or conditionally approved by Tenant Coordinator.
3. Conditional Approval. If Tenant Coordinator approves the Preliminary Documents or Construction Documents, as the case may be, with conditions, Tenant Coordinator shall notify the Document Originator both of the approval and the conditions for such approval or by endorsing and returning to the Document Originator one (1) set of Preliminary Documents or Construction Documents and Tenant shall be obligated to incorporate and otherwise comply with each and every condition. If Tenant reasonably objects to any condition(s), Tenant or the Document Originator shall notify Tenant Coordinator in writing within three (3) days after Tenant Coordinator delivers such conditional approval to the Document Originator specifying (a) all of Tenant's reasonable objection(s) to Tenant Coordinator's condition(s) and (b) proposed alternative resolution(s) that Tenant reasonably believes will remove all of Tenant Coordinator's objections. Promptly following Tenant Coordinator's receipt of Tenant's proposed resolution(s), Tenant Coordinator shall notify the Document Originator in writing that Landlord has either agreed to Tenant's proposed resolution(s) or reaffirms Tenant Coordinator's conditions. Such determination by Tenant Coordinator shall be conclusive and binding on both Landlord and Tenant.
4. Government Approval. Requirement for submittal to the Building Department include:
 - A. All Tenant Drawings must be approved by Landlord and have the Landlord approved stamp clearly shown.
 - B. All Tenant Drawings must be reviewed and approved by Electrical, Mechanical Engineer of record for the property. In some cases Structural Engineer review will also be required.
 - i. Landlord will submit the drawing to Electrical and Mechanical Engineers for review upon receipt of payment for their review fee based on the following schedule: (Structural will vary based on extent of review required)

a. Retail Tenants Fees:	500 – 5,000 SF	= \$ 800.00
	5,001- 15,000 SF	= \$ 950.00
	15,001 – 30,000 SF	= \$1100.00
b. Food Court Tenant Fee:	500 – 1,200 SF	= \$ 950.00
c. Restaurant Tenant Fee:	1,201- 8,000S SF	= \$1100.00
 - C. Tenant Architect must fill out Village of Rosemont Building Department
 - i. Application for Building Permit

PROCEDURE OF REVIEWING PRELIMINARY DOCUMENTS AND CONSTRUCTION DOCUMENTS - DEFINITION OF TERMS (CONT'D)

5. Submittal to Building Department for Permits. Tenant shall promptly send to Landlord's Tenant Coordinator all fee's and documents for submittal to the appropriate governmental authority for plan checking and the issuance of a building permit, at: Admin: Sarita Menon - 11411 N Tatum Blvd., Phoenix, AZ 85028
 - A. Fees include:
 - i. LL plan submittal / expediting fee - \$1000.00 plus administrative and drawing copy fees - \$500.00
 - ii. Building review fee based off of the Village of Rosemont Building Department Fee Schedule attached herein
 - iii. Village of Rosemont required Engineer Drawing Review Fee based on attached Fee Schedule
 - B. If the governmental authority requires any changes to the Construction Documents prior to the issuance of a building permit, Tenant shall, at its sole cost and expense, promptly make such required change to the Construction Documents and submit the changed Construction Documents to Landlord for Landlord's approval. Upon Landlord's approval of the changed Construction Documents, Landlord shall promptly resubmit such plans to the appropriate governmental authority for plan checking and the issuance of a building permit.
 - i. Tenant to overnight three sets of Landlord approved, stamped drawings to: 9708 Foster Avenue, Chicago, IL 60656, ATTN: Lynn Lovell
6. TI Contractor Trade License Requirement –Before any contractor/subcontractor can do work in the Village of Rosemont they must first fill out the Application for Building Trade License attached herein and pay the associated fees. Permit will not be issued for this project until fees are paid.

CHECK MADE OUT TO VOR

CHECKS MADE TO: VILLAGE OF ROSEMONT				
Building Department for Village of Rosemont		COST BY SQUARE FOOTAGE		
		< 5000	5K - 9,999	10,000 +
RETAIL	PERMITS	\$1,090	\$1,260	\$1,705
	PLAN REVIEW	\$300	\$300	\$300
	C OF O	\$200	\$200	\$365
	INSPECTIONS	\$500	\$600	\$800
	FIRE ALARM	\$25	\$50	\$75
	FIRE SPRINKLER	\$25	\$50	\$75
	EM. LIGHTS	\$25	\$50	\$75
	TOTAL COST	\$2,165	\$2,510	\$3,395
FOOD	PERMITS	\$1,180	\$1,610	\$2,670
	PLAN REVIEW	\$300	\$300	\$300
	C OF O	\$200	\$200	\$365
	INSPECTIONS	\$800	\$900	\$1,000
	FIRE ALARM	\$25	\$50	\$75
	FIRE SPRINKLER	\$25	\$50	\$75
	EM. LIGHTS	\$25	\$50	\$75
	Health (billed seperately)			
	TOTAL COST	\$2,555	\$3,160	\$4,560

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CHECKS MADE TO: FASHION OUTLETS OF CHICAGO LLC			
Engineer Review for Tenant Improvement Drawings		COST BY SQUARE FOOTAGE	
		RETAIL	500-5K SF
	5,001 - 15K SF	\$950	
	15,001-30K SF	\$1,100	
FOOD COURT RESTAURANT	500-1,200 SF	\$950	
	1201-8K SF	\$1,100	
	> 8,001 SF	\$1,500	
LL EXPEDITING & ADMINISTRATIVE FEE		\$1,500	

PROCEDURE OF REVIEWING PRELIMINARY DOCUMENTS AND CONSTRUCTION DOCUMENTS - DEFINITION OF TERMS (CONT'D)
 VILLAGE OF ROSEMONT APPLICATION FOR BUILDING PERMIT



9501 W. Devon Ave.
 Suite 200
 Rosemont, IL 60018
 Phone (847) 825-4404
 Fax (847) 823-0166
 www.rosemont.com

VILLAGE OF ROSEMONT

APPLICATION FOR BUILDING PERMIT

PERMIT

APPROVED

Owner's Name _____ Permit No. _____
 Applicant _____ Date Issued _____
 Property Index Number _____

Village of Rosemont _____ Building Commissioner _____

The undersigned hereby applies to the Building Department of the Village of Rosemont, Illinois, for a permit to erect, alter, construct, or enlarge, the structure or part thereof herein described and if granted the permit applied for he/she/they will comply with all requirements of the Village Ordinances relating thereto and pay the fees required by such ordinances.

Tenant Name: _____ Space #: _____ Project: Fashion Outlets of Chicago _____
 Otherwise known as Street/Avenue _____ as shown on plat of survey.

TYPE OF IMPROVEMENT	PROPOSED USE
<input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair, replacement <input type="checkbox"/> Wrecking <input type="checkbox"/> Moving (relocation) <input type="checkbox"/> Tenant Improvement Building Department must be notified 48 hours in advance of all inspections: Phone: (847) 825-4404 (847) 823-1159	Residential <input type="checkbox"/> One family <input type="checkbox"/> Two or more family Enter No. of units _____ <input type="checkbox"/> Transient hotel, motel, or dormitory Enter No. of units _____ <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Other—Specify _____ _____ _____
	Nonresidential <input type="checkbox"/> Amusement, recreational <input type="checkbox"/> Church, other religious <input type="checkbox"/> Industrial <input type="checkbox"/> Parking garage <input type="checkbox"/> Service station, repair garage <input type="checkbox"/> Hospital, institutional <input type="checkbox"/> Office, bank, professional <input type="checkbox"/> Public utility <input type="checkbox"/> School, library, other educational <input type="checkbox"/> Stores, mercantile <input type="checkbox"/> Tanks, towers <input type="checkbox"/> Other—Specify _____ _____ _____

Total cost of improvement is \$ _____ Number of total square feet of floor area _____