



# Construction Checklist

This checklist can help keep your store build on track, so you can open on time and do what you do best—operate your business.

*For your convenience, we have linked the referenced documents in the blue call-out below.*

## DUE ON POSSESSION

- ▷ Complete the Tenant Information Form and send it back to your tenant coordinator (if this wasn't done at lease execution).
- ▷ Transfer all utilities into your name effective as of the Possession Date. A Utility Information Form should have been sent to you at the time of possession. This includes trash removal and communication services.
- ▷ Provide a certificate of insurance to your tenant coordinator.
- ▷ Contact a locksmith to change out the entry locks.

## DUE BEFORE CONSTRUCTION BEGINS

- ▷ Apply for permits for the tenant's work. Refer to your lease for the required timeline. *You can apply for permits concurrent with our review and approval of plans.*
- ▷ Submit the final architectural and MEP plans and specifications prepared by a licensed architect and engineer in PDF and CAD file format to your tenant coordinator for review and approval. Refer to your lease for the required timeline.
- ▷ Send your tenant coordinator:
  - Copies of all permit applications and other governmental filings when submitting to the applicable government authority.

- Copies of all permits immediately upon receipt (*no construction can begin until Brixmor receives the Building Permit copy*)
- Your general contractor's name, phone number & email address (*include the site supervisor's cell number*)
- Certificate of insurance from the general contractor
- A construction schedule (*if you do not have something formal, please provide the construction start date and ending date*)

## DUE BEFORE OPENING

- ▷ Submit the proposed signage specifications and rendering to your property manager for approval. *Storefront signage must meet Brixmor's signage criteria and be installed prior to opening only after Brixmor's approval.*
- ▷ Provide tenant coordinator with an estimated opening date and provide updates as this date fluctuates.
- ▷ Send a copy of the certificate of occupancy and two (2) sets of as-built drawings of the premises in CAD file format to the tenant coordinator within 30 days of completing the tenant's work.

You can access the Tenant Information Form [here](#).

You can access the Signage Criteria [here](#).

**AT BRIXMOR, OUR VISION IS TO BE THE CENTER OF THE COMMUNITIES WE SERVE BY MATCHING VIBRANT RETAILERS WITH THRIVING COMMUNITIES.**