



Bulletin 6

Tenant Drawing Submission Requirements

Drawing Submission Requirements:

As required by the lease, and outlined below, the tenant shall submit plans to the Landlord for review. These submissions shall meet all requirements and include all drawings, specifications, and material samples as outlined in the Landlord's Design Criteria. All submissions shall be submitted in a Non-protected digital PDF (Portable Document Format) file. Submissions shall note whether it is a **Preliminary, Final, or Signage** submission in the subject line of the e-mail.

Subject Line Examples:

-) **PRELIMINARY TENANT DESIGN REVIEW: Brickell City Centre / Tenant Name / TC: Natalie Gonzalez**
-) **FINAL TENANT DESIGN REVIEW: Brickell City Centre / Tenant Name / TC: Natalie Gonzalez**
-) **SIGNAGE REVIEW: Brickell City Centre / Tenant Name / TC: Natalie Gonzalez**

Each drawing sheet shall include a blank area in the lower right hand corner, adjacent to the drawing title block, for Landlord comments. Refer to the example below.

Where to submit:

Drawing files shall be submitted to the e-Builder drop box set up for the specific retail space.

Drawing Sheet Example:

