



PORTS AUTHORITY

**Tenant Alteration Application**  
**Concessions / Airlines / FBOs to propose projects within PRPA's facilities shall submit the following:**

1. Intention letter signed by the company's authorized representative, addressed to:

Mr. Omar Marrero Diaz  
Executive Director  
Puerto Rico Ports Authority

Letter shall include the following:

- Corporate Name of Company
  - Name of Company President
  - Mail address
  - Name of a Point of Contact for the Project, including phone number, and email
  - Brief narrative of the proposed works
  - Contract number (if a contract with PRPA exist)
  - Estimated investment (if available)
2. Schematic Layout of the proposed works (elaborated as needed to understand the concept, it could be descriptive included in narrative).
  3. Location map of the proposed works (elaborated as needed to understand where is located, could be descriptive included in narrative).

PRPA's Engineering Office can provide available drawings to illustrate location of the proposed project. To request any drawing, contact Eng. Romel Pedraza, PE: (787) 729 8715 ext. 3178/3221/2266/3182 or by mail [rpedraza@prpa.pr.gov](mailto:rpedraza@prpa.pr.gov).