



**CHICAGO DEPARTMENT OF AVIATION
STANDARD ELECTRONIC COPY DOCUMENT REQUEST FORM**

DATE:

Please release these documents to:

FROM:

Tenant Name:

Architect/ Engineer:

Title:

Title

Department:

Company:

Phone Number:

Phone Number:

E-Mail:

E-Mail:

TO:

**Alex Leon
Deputy Commissioner
Design / Construction Division
Chicago Department of Aviation
Phone: 773-686-3489
Fax: 773-686-6635**

**Jeffrey Redding
Deputy Commissioner
Safety & Security Division
Chicago Department of Aviation
Phone: 773-686-2397
Fax: 773-686-8309**

(Approval Signature)

(Approval Signature)

CDA PROJECT NUMBER: (if known)

PROJECT TITLE:

Request ARCHIVE DOCUMENTS / DRAWINGS REQUEST (State reason for request, New CDA Project #,
Details: Archival Project Number, if known, location, etc. Submit request to CDA Point of Contact)

**CDA POINT OF CONTACT:
CDA POINT OF CONTACT Phone Number:**

Cc: Frank Grimaldi, Jr.
Tim Morgan (for Design & Development)
Roger Reeves (for Architecture)
CDA Point of Contact
Rene Moya (CADD Services)
Miguel Romo (Document Control)