

TCAP Bulletin 2021 – 004
Process / Technical

To: Port Authority Facilities / External Tenant Teams

Issuers: TCAP Central Office
Engineering – Quality Assurance Division
Engineering – Construction Management Division

Issuance Date: April 23, 2021

Purpose: Construction activities for all active TAAs must be processed through TCAP Portal

Subject(s): Process – Digital Submissions for all Construction Activities

As a follow-up to Bulletin 2020 – 004 from Spring of 2020, which required that all Tenant Alteration Applications (TAAs) are to be submitted electronically with digital signatures and seals through the use of the TCAP Portal or E-builder, all submissions and activities associated with the Pre-Construction, Construction, Inspections, and Permitting phases of the projects must also be submitted electronically through the TCAP Portal with appropriate digital seals and signatures as necessary. After **Monday May 3, 2021, documents will *only* be accepted through the TCAP Portal.**

If you have not yet made submissions to the Port Authority with digital signatures and seals, please see Bulletin 2020 - 004 for further information. You may access Bulletin 2020 - 004, as well as all other bulletins, by clicking on the below link to access the TCAP webpage on the Port Authority website:

<https://www.panynj.gov/port-authority/en/business-opportunities/tenant-construction-and-alteration-process.html>

Any questions you have regarding this bulletin or applicability to an ongoing project should be directed to your Tenant Coordinator and/or Resident Engineer Office contact person.