**Building Permit Application Process**

### Projects
- **Does Not Need a Building Permit**
  - Managed by Facilities. Projects are typically more than one trade. (electrical, paint, locksmith, move/surplus, carpentry, refrigeration, HVAC, landscape, plumbing)
  - You should do furniture & room reconfigurations as projects.

### Modifications or Events
- Managed by campus entity or department.
  - Develop/Document scope, specifications, and drawings.
- Fill out Building Permit Application
- Get authorized signature:
  - Academic Departments Require Dean's Signature;
  - Non-Academic Departments Require Division or Department Head Signature

### Furniture Installation
- Managed by campus entity or department.
- Select and contact a supplier from list at https://afd.calpoly.edu/cprm/procurement/furniture.
- Obtain from supplier: quote, layout, supporting documentation, AND if Facilities or ITS support is necessary.
- Fill out Building Permit Application
  - Get authorized signature:
    - Academic Departments Require Dean's Signature;
    - Non-Academic Departments Require Division or Department Head Signature

### Additional Instructions
- Submit completed Permit Application to Facilities-cbs@calpoly.edu AND mhogan@calpoly.edu WITH supporting documentation. Allow 4 weeks for processing.
- Submit Service Requests for trades support if applicable.
- **Follow up!** If trade or ITS support is necessary, communicate date and time of install with ITS, and Facilities Help Center. Allow 3 weeks lead time to schedule any necessary trade or ITS support.