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.

  Develop/Document scope, specifications, and drawings.

  Submit a Service Request via your My Cal Poly Portal. Email supporting documentation to Facilities-cbs@calpoly.edu.

  Return emailed **Authorized Signature Authority Form**.

  You will be assigned a project manager. They can further help you develop your scope.
  You will receive an estimate before any expenditures are incurred.

**Modifications or Events**

Managed by campus entity or department.
(bounce house, tents, banners, alarms, blinds, etc.)

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**

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.

**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**

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.