

Use to request authorization for Department-directed jobs

	<h2 style="margin: 0;">BUILDING PERMIT APPLICATION FORM</h2> <p style="margin: 5px 0;">Submit completed form to facilities-cbs@calpoly.edu Questions? Call Facilities Help Center 805-756-5555</p>
---	---

Applicant's Name: <small>(Applicant will be the primary contact for this project)</small>		Today's Date:	
Phone Number:		Department:	
Alternate Phone Number:		Email Address:	
Optional: Names and Phone numbers of other involved parties <small>(Supervisor, Dean, Advisor etc.)</small>			
Project Name:		Bldg. Name:	
		Bldg. #:	
Who is doing the work? <small>(Check all that apply)</small>		Room #:	
<input type="checkbox"/> Contractor	<input type="checkbox"/> Student Project	<input type="checkbox"/> Other <small>(Explain)</small>	
<input type="checkbox"/> Department Labor			
Source of Funding:		Estimated Cost/Budget:	

Description of Project:

****Email supporting documents** such as scope, plans, specifications, location, etc. to:
facilities-cbs@calpoly.edu **and** Mike Hogan at mhogan@calpoly.edu

Status of Project:	<input type="checkbox"/> Proposal <small>(We can only review the concept, not issue a permit)</small>
	<input type="checkbox"/> Plans Ready to Review
	<input type="checkbox"/> Under Construction <small>oops! call x5555</small>
Approval Signature:	
<small>Academic Departments Require Dean's Signature (Non-Academic Departments Require Division or Department Head Signature)</small>	<small>(Please Print Name)</small>

Office Use Only	
Project Number:	SR _____
Time Window:	