

**Use to request authorization for Department-directed jobs**

	<h2 style="margin: 0;">BUILDING PERMIT APPLICATION FORM</h2> <p style="margin: 10px 0 0 0;">Submit completed form to <a href="mailto:facilities-cbs@calpoly.edu">facilities-cbs@calpoly.edu</a>                  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](mailto:facilities-cbs@calpoly.edu) **and** [fpcp-inspectors@calpoly.edu](mailto:fpcp-inspectors@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>

Project Number:		Office Use Only	SR _____
Time Window:			