


Use to request authorization for Department-directed jobs

<p style="font-size: 24pt; margin: 0;">CAL POLY</p> <p style="margin: 0;">SAN LUIS OBISPO</p> <p style="margin: 0;">Facilities Customer and Business Services</p>	<p style="text-align: center; font-size: 18pt; margin: 0;">BUILDING PERMIT APPLICATION FORM</p> <p style="text-align: center; margin: 5px 0;">Send completed permit application to: Email: facilities-CBS@calpoly.edu Fax: 756-6114 Attn: Facilities Help Center</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"/> Department Labor	<input type="checkbox"/> Other <small>(Explain)</small>
Source of Funding:	Estimated Cost/Budget:
<p>Description of Project:</p> <p style="margin-top: 20px;">**Email supporting documents such as scope, plans, specifications, location, etc. to: facilities-CBS@calpoly.edu and Mike Hogan at mhogan@calpoly.edu</p>	
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!)</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>
<p>Project Number: _____ Facility Services Use Only SR _____</p> <p>Time Window: _____</p>	
REV 9/14	
Return Application Form to Facilities Customer and Business Services	
FAC-10A	