

Use to request authorization for Department-directed jobs

**CAL POLY**  
**San Luis Obispo**  
**Facility Services**

**BUILDING PERMIT  
 APPLICATION FORM**

Send completed permit applications:  
 Email: [facserv@calpoly.edu](mailto:facserv@calpoly.edu)  
 Fax: 756-6114 Attn: Work Control Ctr

Applicant's Name: <i>(Applicant will be the primary contact for this project)</i>	Today's Date:
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Phone Number:	Department:
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Optional: Names and Phone numbers of other involved parties <i>(Supervisor, Dean, Advisor etc.)</i>	_____ _____ _____
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Project Name:	Bldg. Name:
	Bldg. #: _____ Room #: _____

Who is doing the work? <i>(Check all that apply)</i>	
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<input type="checkbox"/> Contractor	<input type="checkbox"/> Student Project	<input type="checkbox"/> Other <i>(Explain)</i>
<input type="checkbox"/> Department Labor		

Source of Funding:	Estimated Cost/Budget:
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Description of Project:

Status of Project:	<input type="checkbox"/> Proposal <i>(We can only review the concept, not issue a permit)</i>
	<input type="checkbox"/> Plans Ready to Review <input type="checkbox"/> Under Construction <i>(oops!)</i>

Approval Signature:	
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*Academic Departments Require Dean's Signature (Please Print Name)*  
*(Non-Academic Departments Require Division or Department Head Signature)*

Project Number:	Facility Services Use Only
Time Window:	

