

SAN JOSE STATE UNIVERSITY

One Washington Square, San Jose, CA 95192

BUILDING PERMIT CHECKLIST

Instructions:

Please check all boxes that apply. If questions, call Armando A. Sanchez at Ext. 4-1926

Building Permit is NEEDED on:

- Modification of:
 - Doors*
 - Windows*
 - Walls*
 - Floors*
 - Stairs*
 - Other Building Elements*
- Carpet, Pad, and Baseboard installation
 - *regardless of dollar value*
- Electrical modification and/or expansion
 - *additional workstations*
- Mechanical modification and/or expansion
 - *wall creation or elimination*
- Increase in Energy Consumption
 - *heating, lighting, HVAC*
- ADA Compliance
 - *door hardware, bathroom panels, access to buildings*
- Asbestos removal or abatement
 - *floor, roof, walls*
- Hazardous material exposure
 - *excavation, teardowns*
- Erection of exterior Signs
 - *map kiosks, lighted signs, permanent signs, bulletin boards*
- Student building projects
 - *Associated Student projects*
- Equipment and Furniture installation for tenant improvement
 - *Electrical, modular structures*
- Space Function Change

Building Permit is NOT NEEDED on:

- Operational modifications
 - *Staff relocations*
- Maintenance of facilities
 - *routine and preventive cleaning*
- Equipment maintenance
 - *filter, oil, lubrication*
- Furniture maintenance
 - *small repairs, painting*
- Painting
 - *Interior and exterior*
- Minor Concrete Repair
 - *walkway not ADA*

ACTIONS REQUIRED

- Complete Building Permit Application Form
- Submit Form to PDC
- Contract review to outside agency
- Seek approval from:
 - Fire Marshall
 - DSA
 - Others

Responsible persons:

- Deana Morris
Data gathering and application preparation
- Armando A. Sanchez
Senior Planner / Architect
Review and approval

Building Permit is ALWAYS needed if a Contractor is performing work on campus or off site property of the University.