

SAN JOSE STATE UNIVERSITY

BUILDING PERMIT CHECKLIST

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*