## 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