

**PORTLAND STATE UNIVERSITY
FACILITIES AND PLANNING
CONSTRUCTION PERMIT APPLICATION**

Application No.: _____ (By PSU)
PSU Contact _____
FAP Est. Project Cost: _____
Est. FPP Fee: _____
Date of PSU Permit Approval: _____

Shaded area to be completed by PSU

Requestor: _____ Date: _____

Requestor Phone: _____ Index: _____

Bldg/Department: _____

The Requestor hereby approves this request for a Permit from Portland State University (PSU). The Requestor and/or Contractor agree to abide by the conditions set forth on the back of this application.

PLEASE READ AND SIGN THE BACK OF THIS APPLICATION

Scope of proposed work: _____

Bldg. / Square footage: _____ Space Committee Approval (if needed): [] Yes [] No

Address of Remodel: _____

Proposed Start Date: _____ Estimated Completion Date: _____

Contractor Name: _____ City /Metro License No.: _____

Contractor Address: _____ Phone Number: _____

City, State, Zip Code: _____ E-mail: _____

Contact Name: _____

Phone Number: _____

PROCEDURES:

Complete the PSU Construction Permit application and submit it to the Facilities and Planning Division, along with three (3) sets of detailed plans, maps, drawings, specifications and/or other pertinent information.

PSU staff reviews all applications and, **if all required information is submitted with the application, processing should take a minimum of ten working days.** It is recommended for these type of projects that contact with PSU FPP Coordinator occurs in the conceptual stages. This will help ensure a smooth processing of the actual application submittal.

Neither the permit application nor the actual PSU Construction Permit foregoes the need to obtain other jurisdictions' permits. Applicable permits should be applied for after obtaining the PSU Construction Permit.

CONDITIONS: In consideration of the issuance of a permit by Portland State University, the Requestor and Contractor:

1. Must notify the Property Management Company representative, if applicable, of the proposed project and supply them a copy of the initial design and project schedule, and a list of all sub contractors who will have access to PSU premises.
2. Will make such alterations, modifications or additions strictly in accordance with the PSU permit and approved plans. Improvements will commence within one (1) month of issuance of the permit and be completed in a timely manner. Contractor will restore contiguous areas affected by the improvements to original condition.
3. Shall obtain all necessary federal, state, county and city permits and shall comply with all applicable laws, codes, and regulations in addition to any Portland State University rules and regulations. Contractors working on Portland State University controlled facilities or property must be duly licensed by a local jurisdiction and provide proof of adequate insurance.
4. All construction contracts, regardless of dollar amounts, are required to post performance & payment bonds to PSU as outlined in ORS279C.380 (1) & (2), unless PSU waives this requirement as allowed by state statute.
5. Agrees to indemnify and save harmless Portland State University, the State of Oregon, the State Board of Higher Education, and their agents and employees from any and all claims, costs and damages which may arise directly or indirectly from any of the Contractor's work or from Contractor's representations made pursuant to a permit or for the work, action or negligence of Contractor's contractors, agents or addition to Oregon's Worker's Compensation statutes commensurate with the project. Understands that the issuance of a permit, review or approval of plans or inspections of the work by Portland State University, its agents or employees shall in no way be construed as approval of the design or method of construction as far as structural soundness or compliance with applicable codes or regulations is concerned.
6. Agrees that the issuance of a permit is not to be construed as an alteration or amendment of any lease or operating agreement with Portland State University.
7. Portland State University will provide the contractor with the required building asbestos survey. Other hazardous or toxic building materials may exist in areas planned for construction. Even minor construction activity may potentially cause worker or occupant exposure. Contractor agrees to conduct a thorough survey for such conditions/materials prior to starting any construction. Portland State University shall be notified in writing that the survey has been completed and of its findings. The contractor will provide Portland State University with a list of MSDS for products used in the project no later than 7 days prior to commencement of construction. Upon review, Portland State University may require specific notice of the use of certain materials or may restrict the time of use to avoid building occupant exposure.
8. Agrees to notify Portland State University seven (7) days prior to commencement of construction. Contractor will schedule a pre-construction meeting with Portland State University when applicable and understands that all work is subject to Portland State University inspection and further agrees to notify Portland State University twenty-four (24) hours prior to completion of work for a final inspection by Portland State University.
9. Agrees to accomplish the work described in the permit application without interference with any other construction, maintenance, operation or other activity authorized by Portland State University and understands that Portland State University has the right to suspend the permitted work when any conflicts or interference's occur for such time as it deems necessary.
10. Agrees to submit to Portland State University, within **15** days of completion of the work, two (2) hard copies and one electronic copy (.tif) of as constructed plans, two (2) hard copies and one electronic copy (.pdf) of any equipment Operating & Maintenance manuals and one (1) copy of the final inspection signed-off City of Portland permit.
11. Contractor is required to submit record construction documents (drawings and specifications) to FAP at the completion of a project.

By signature below I ensure that I have read, understand and agree to abide by the condition as listed above as well as those that might be specified in the permit. I also agree not to start any work as identified on the application prior to the issuance of a permit and if so, do accept the responsibility of meeting any conditions specified in the permit and if a permit is not granted to restore any affected area to its original condition.

Authorized Requestor Signature: _____ **BAO Signature if a PSU tenant:** _____

Contractor Signature: _____

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