

PSU/FAP Construction Permit Process

This process applies to all requests to FAP for design review and/or permitting submitted by an authorized Requestor that is contracting with external Contractors to perform construction work on campus, or approving a Lessee's tenant improvement (TI) in a building managed for PSU. Authorized Requestors are defined as the Property Management Companies contracted by PSU to manage leaseable space on campus.

- 1) FAP will provide an estimate of costs to perform the design review and/or permitting service. The Requestor must provide an index number and written approval for FAP to charge their work time to that index, or for non PSU entities, written approval identifying the parties responsible for FAP costs and authorization to expend funds, PRIOR to start of FAP services.
- 2) The Requestor, and the Contractor, must submit a PSU Construction Permit Application which is signed by both parties. The Contractor may not submit a PSU Construction Permit Application without Requestor's signature.
- 3) The processing of construction contracts and the payment of invoices must be handled through the Facilities and Planning Accounting and Contracts Department. Please contact this Department's Manager at (503) 725-5443 with questions.
- 4) The Contractor retained must meet with FAP and provide three (3) copies of the initial design and project schedule. FAP will review the documents and return comments to the Contractor within 10 business days. FAP comments must be responded to, and resolved, before FAP will issue a FAP construction permit to the Contractor and/or submit the drawings to the City of Portland (hereafter referred to as the "City") for permit approval.
- 5) FAP will submit all drawings to the City for permit approval as part of the City of Portland/PSU Facilities Permit Program (FPP).
- 6) The Contractor will be listed on the City permit application as the point of contact for questions from the City. The Contractor is required to provide timely notification to FAP (by e-mail or letter) on all correspondence or information to/from the City that pertains to the granting of the permit(s).
- 7) The Contractor will invite FAP to participate in design and construction meetings relating to the project until project completion. Contractor will not be charged for FAP attending any of the project meetings, unless Contractor specifically requests FAP attendance to resolve a specific issue.
- 8) Contractor is required to submit record construction documents (drawings and specifications) to FAP at the completion of a project.

PSU Project Managers:

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