

Development Permit Application Form [Includes space requests]

Prior to submitting any requests the Unit / College leadership should approve. Please see DEVELOPMENT PERMIT PROCESS for details on completing and submitting this form.

SECTION ONE: ALL APPLICANTS TO COMPLETE

APPLICANT INFORMATION:	
College/Department/Unit or Company:	
Primary Contact Name and Title:	
Phone Number:	Email:
Address [include building name and floor]:	
Current Room or Area – USask only:	

APPLICANT REPRESENTATIVE: [example - project manager / Facilities SBA]	
College/Department/Unit or Company:	
Name and Title:	
Phone Number:	Email:
Address	

Activity Request Name:

Timeline and Permanence:		
<input type="checkbox"/> Permanent		Date Needed by:
<input type="checkbox"/> Temporary	Number of Months:	

Summary – Activity Purpose / Objectives / Schedule / Plans: [ATTACHED DRAWINGS / SITE PLAN AS APPLICABLE]

Authorized Applicant Signature: _____

Title: _____

Date: _____

Phone: _____

If this request is unsuccessful, what are the consequences?

Is renovation of the space to be required to meet your needs?

How will relocation costs and/or renovation costs be financed for the requested space?

Additional Information

Signature of Unit / College Leadership Group

Date

Internal University Use:

Application No.: _____

File No.: _____

Amendment to Campus Plan Required: _____ Yes _____ No

Application Fee \$: _____ Date Received: _____

Date Permit Issued: _____ Permit No: _____