



REQUEST FOR: Building Permit
Missouri State University
Department of Public Safety



| | | | |
|----------------------------------|------------------------|---------------------|-------|
| Applicant Name | | Customer ID Number | Name: |
| Print (Last, First): | | DATE: | |
| Signature: | | ROOM: | |
| Area or Building To Be Accessed: | | Purpose For Access: | |
| Specific Date(s) only | | | |
| Start Date: | / / | Finish Date: | / / |
| Hours: | : : AM/PM to : : AM/PM | | |

Check Here if **NOT** allowed access on weekdays (Mon/Fri).
 Check Here if **NOT** allowed access on weekends (Sat/Sun).
 Check Here if **NOT** allowed access on holidays.
 Check Here if **NOT** allowed access on holiday weekends.
 Check Here if **NOT** allowed to check out key for the area.
 Other Restrictions (Explain):

PERMIT ONLY – Instructor, Other
PERMIT/KEY – VP, Dean, Director, Dept Head

Print Name: _____ TITLE: _____
 Signature: _____ DATE: _____
 DEPARTMENT: _____ PHONE: _____

REQUEST: Denied _____ Approved _____ Issue Date _____
 Safety Official _____ Date _____ Time _____

NOTE: This request is **NOT** a Building Permit. Building Permit Requests that are approved by Public Safety Officials may be issued Monday through Friday 8 a.m. to 4 p.m. only. The form must be completed by the requesting full-time Faculty/Administrator only. The applicant or requestor must present this form to the Safety & Transportation Office, 636 E. Elm, within fourteen (14) days from the Faculty/Administrator signature date. The Building Request must be submitted for processing at least 48 hours prior to first use. Signatures are required. Initials are not acceptable. **Incomplete and or expired forms will be denied.** Building Permit Requests that have been altered or misused will not be honored and may be confiscated by any faculty or staff member. **WARNING!** Forgery is a CRIME and punishable as a class C felony as per RSMO 570.090.

Please cut this sheet in 1/2 before submitting to the Department of Public Safety



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