Request No.

**BUILDING AUTHORITY ALTERATION REQUEST**

**1) Agency and Project Information (complete section 1 and submit to DBA Building Operations)**

|  |  |
| --- | --- |
| Date | Requesting Agency |
| Project Point of Contact (POC) | POC Phone Number |
| Building Address & Suite # of Alteration | City, State, Zip Code |
| Fax Area Code + Number | Email Address |
| Name of Requester (please print or type) | Requester’s Title |
|  |  |

a) Describe the requested work by providing as much detail as possible including but not limited to location of work, floor, room name/number, quantities, square or linear feet etc.:

Click or tap here to enter text.

b) Provide justification for the work as to why it is necessary and/or how agency operations will be enhanced:

Click or tap here to enter text.

c) When does the work need to begin       and completed

d) Will the work require DBA to relocate/move tenant owned/managed furniture or equipment?

 [ ]  Yes [ ] No If yes, then the requesting agency shall complete Attachment A.

**2) Estimated Cost (completed by DBA Building Operations)**

|  |  |  |
| --- | --- | --- |
|      Estimated Cost of Labor |      Estimated Cost of Materials & Equipment | **Total Estimated Cost** |
|      DBA Project POC |      DBA POC Phone No. |      DBA POC Fax Number |
|      Date |      Estimated Start Date |      Estimated Completion Date |

Work will be conducted by [ ]  DBA or [ ]  Contractor. \*Asbestos containing materials may be present in the work area – Workers shall complete a “Work Authorization Form” and approved by DBA prior to proceeding with the project. Notes: Click or tap here to enter text.

**3) Agency Agreement of Estimated Costs (Return to DBA Building Operations**

[ ]  I agree to pay the total estimated cost listed above and authorize DBA to begin the project.

[ ]  Cancel the request for the project.

[ ]  Place the work on hold for 30 days (request will be cancelled by DBA after 30 days)

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Agency Authorized Representative Signature DBA Authorized Representative Signature

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Title Date Title Date