Application for Access to CPDC Drawings

STONY BROOK
STATE UNIVERSITY OF NEW YORK

Please fill out this form completely (use reverse side if necessary) and return it to **Campus Planning, Design and Construction** at **Suite 160, Building #17, Stony Brook, NY 11794-6010 Attn: CPDC Drawings Access**, or Fax to (631) 632-3024. If you have not been contacted within 2-3 business days, please call (631) 632-6440.

Name (First, Last): _____ **SBID:** _____

E-mail: _____ **Dept./Company:** _____

Address: _____

Phone: _____ **Best time to call:** _____ **Fax:** _____

Please indicate your relationship to the University:

- ☐ **Faculty/Staff**
- ☐ **Student**
- ☐ **Other NYS Employee, not employed at Stony Brook (please specify):**
- ☐ **Other Consultant or Contractor**
- ☐ **Other (please specify):**

If you are not University Faculty/Staff, please indicate a contact at the University (Name, Department, Phone) with whom you are working:

Please list which building or project drawings, and what types of drawings (e.g. floor plans, mechanical, electrical) you are requesting access for:

For what reasons are you requesting access to the drawings?

For what time frame will you need access?

Please list other people in your organization or any outside consultants or contractors who you may be sharing these drawings with:

Account access is allowed for the applicant only. Applicant is solely responsible for the use of the account and password. Drawings are to be used for the purpose of University business only. They may not be redistributed without the consent of Campus Planning, Design & Construction (CPDC). Misuse of account is cause for withdrawal of access. CPDC may disable the account at any time.

_____ _____
Signature of Applicant **Date**

DO NOT FILL IN SHADED AREAS - FOR INTERNAL USE ONLY

Date Received: _____ **User ID:** _____ **Expires:** _____

Processed by: _____ **Date:** _____ ☐ **Approved** ☐ **Denied**

Comments: _____

- ☐ **Architectural**
- ☐ **Architectural - Ceiling Plans**
- ☐ **Architectural - Elevations - Detail**
- ☐ **Architectural - Elevations - Sections**
- ☐ **Architectural - Floor Plans**
- ☐ **Architectural - Floor Plans - Furniture**
- ☐ **Architectural - Mechanical - HVAC**
- ☐ **Architectural - Schedules & Details**
- ☐ **Architectural - Structural - Elevators/Escalators**
- ☐ **Architectural - Structural - Foundations**
- ☐ **Architectural - Utilities**
- ☐ **Division of Laboratory Animals Research**
- ☐ **Heating and A/C Zones**
- ☐ **Photographs**
- ☐ **Topological - Site Plans**
- ☐ **Topological - Site Plans - Landscaping**
- ☐ **Topological - Site Plans - Sections & Details**
- ☐ **Topological - Utilities**
- ☐ **Unsorted Drawings**
- ☐ **Utilities**