



Owen House
552 Lane A
Stanford, CA 94305
650. 725. 6893
Fax. 650. 725. 4888



Residential Subdivision Project Application Instructions

All home improvement projects need to be reviewed and approved by Faculty Staff Housing (FSH) prior to work commencing. This is necessary in order to protect Stanford against mechanics' liens for non-payment of work by suppliers of labor, materials, and/or equipment. Please provide complete information in order to expedite the processing of your application.

1. Review Stanford University's Residential Subdivision Building Regulations ("Regulations"). (The Regulations are available at FSH or online at: <http://fsh.stanford.edu>.)
2. Review the Home Improvement Projects Frequently Asked Questions (FAQ) which is available at FSH or online at: <http://fsh.stanford.edu>.
3. Determine if you will need to apply for a building permit from Santa Clara County. Information on the County's requirements can be found on their website at: <http://www.sccgov.org>.
4. Complete Stanford University's Residential Subdivision Project Application. The application is available at FSH or online at: <http://fsh.stanford.edu>.

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5. Prepare a \$25.00 check, made payable to Stanford University. Cash is not accepted.
6. Please submit your project application, check, and three (3) sets of plans* (if required) to FSH at Owen House, 552 Lane A, Monday through Friday between 8:00 a.m. and 5:00 p.m.

Applications will be reviewed within 10 business days. You or your contractor will be notified by phone and in writing of your project's approval or denial.

For further assistance, please call FSH at 650-725-6893 or send an e-mail to fshousing@stanford.edu.

* Please see FAQ and Regulations for information on which projects require plans and drawings.



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Residential Subdivision Project Application

This form is to be completed and submitted to Faculty Staff Housing prior to the commencement of any work.

Date:		Submitted By:	
Project Address:			
Lessee's Name:		Phone:	
Contractor/Architect Company:			
Contractor/Architect Mailing Address:			
Contractor/Architect Contact Name:		Phone:	
Estimated cost of project(s):		Estimated Project Start Date:	
Type of Improvement(s):			
If Roofing: Type		Color	
<p>The processing fee for each application is Twenty-Five dollars (\$25.00). Payment by check is required. Cash is not accepted. Make your check payable to Stanford University.</p> <p>Who should we contact for pickup of the executed document?</p> <p>Name: _____ Phone: _____</p> <p>FAX: _____</p> <p>The Notice of Non-Responsibility must be posted at the work site prior to start of the approved project. If you have any questions regarding this process, please contact Faculty Staff Housing at 650-725-6893.</p>			
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Check received:		Notice posted:	
Notice required:		Photo taken on:	
Approval Date:	Denied Date:	Filed at Maps and Records:	Approved By: