



Home Improvement Project Application Instructions

Home improvement projects for homes on a Stanford lease 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 Building Manual for your respective lease type. The manuals are available at FSH or online at: <http://fsh.stanford.edu/homeowners/home-improvements>.
2. Review the Home Improvement Projects Frequently Asked Questions (FAQ) which is available at FSH or online at: <http://fsh.stanford.edu/homeowners/home-improvements>.
3. Determine if you will need to apply for a building permit from your county or city's jurisdiction.
4. Complete Stanford's Home Improvement Project Application. Complete the Construction Notification form, obtain applicable neighbors' signatures and submit it with the Project Application (if required). The project application is available at FSH or online at: <http://fsh.stanford.edu/homeowners/home-improvement>.
5. Pay the project application fee by credit card or check made payable to Stanford University. Cash is not accepted.
6. Submit your Project Application, Construction Notification form (if required), payment, and plans/drawings* (if required) via email or shared file to fshousing@stanford.edu. Electronic versions will only be accepted.

Applications will be reviewed within 10 business days. You and/or your contractor will be notified by email 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 Building Manual for information on which projects require drawings.



Home Improvement Project Application

THIS FORM IS TO BE COMPLETED AND SUBMITTED TO FACULTY STAFF HOUSING PRIOR TO THE COMMENCEMENT OF WORK.

Date:		Lessee's Name:	
Project Address:			
Lessee's Email:		Phone:	
Contractor/Architect Company:			
Contractor/Architect Mailing Address:			
Contractor/Architect Contact Name:			
Contractor/Architect Contact Email:		Phone:	
Estimated Project Start Date:		Estimated Project Stop Date:	
Estimated Cost of Project(s):			
Type of Improvement(s): Attach electronic versions of plans, drawings, reports, and/or spec sheets.			
<p>Fees: Project Application - Drawings <u>Not</u> Required - \$225.00 Project Application - Drawings Required - \$325.00 <i>(Above fees include the \$75.00 Affordable Housing Fee collected by the County per the Building Homes and Jobs Act effective January 1, 2018)</i> Payment by credit card is preferred. Checks accepted made payable to Stanford University. Cash is not accepted.</p>			
Contact to return approval documents:			
Name: _____ Phone: _____			
Email: _____			
If you have any questions regarding this process, please contact Faculty Staff Housing at 650-725-6893 or email fshousing@stanford.edu .			
OFFICE USE ONLY - OFFICE USE ONLY - OFFICE USE ONLY - OFFICE USE ONLY			
Project Application Fee Amount Paid:		Notice Required:	
\$ _____		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Approval Date:	Denied Date:	Filed at Maps and Records:	Approved By:



Home Improvement Project Construction Notification

For projects that impact the Stanford campus residential neighborhood as determined by Faculty Staff Housing, this form must be signed by all neighbors identified by Faculty Staff Housing and submitted with your Home Improvement Project Application as a condition of Stanford's approval of your project.

Owner Name: _____

Address: _____

Description of Project: _____

Estimated Start and Stop Dates of Construction: _____

Estimated Project Duration: _____

The following neighbors have been notified of the impending home improvement project. This notification is for information purposes only and is not intended for project approval or denial.

Address/ Name	Date	Signature*

*Copies of email responses are also accepted.
Prior to construction, each neighbor will be notified with a more accurate start date.

Owner's Signature

Date