



Please fill out this form completely and email it to John Kent, Director of Real Estate at john.kent@stonybrook.edu. If you have not been contacted within 2-3 business days, please call (631) 632-3009.

Name (First, Last): _____ SBID: _____

E-mail: _____ Dept./Company: _____

Address: _____

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

Please indicate your relationship to the University:

- Faculty/Staff, Other Consultant or Contractor, Student, Other (please specify), Other NYS Employee, not employed at Stony Brook (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 for a period up to 1 year, with annual renewal required. 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. Includes fields for Date Received, User ID, Expires, Processed by, Date, Comments, and a list of drawing categories with checkboxes.