

THIS FULL EXECUTED PERMIT MUST BE AVAILABLE FOR ON-SITE INSPECTION AT ALL TIMES

**REGIONAL TRANSPORTATION DISTRICT
BUILDING AND GROUNDS ACCESS PERMIT**

PURPOSE: Authorize access to buildings and grounds occupied and managed by RTD for the purpose of excavation, modification or addition, except for light rail right of way for which a RIGHT OF WAY ACCESS PERMIT is required. (Requestor: Requestor completes Parts One and Two of this WORD form & e-mail to bgapermits@RTD-denver.com. For information call 303.299.2977. Submit completed form at least 5 business days before authorized work is scheduled to begin. After the permit is authorized, Project Manager and Company Agent sign at bottom.

PART ONE: CONTACT INFORMATION & CONTRACTUAL BASIS FOR REQUEST (Completed by Requestor)

Company must have current contract, license, or agreement with RTD authorizing performance of the proposed work. Type of agreement in place: Attached? Yes No

Date of Request:	Requestor's telephone:
Requestor's Name:	Email:
Company Name:	RTD Contract#:
Mailing Address:	
RTD Project:	RTD Facility:
Name of RTD Project Manager/ Representative:	

PART TWO: DESCRIBE THE WORK TO BE PERFORMED (Completed by Requestor)

Where in this building or on these grounds will the work be performed:

Proposed beginning date, duration and time of day(s) work is to be performed:

RTD Utility Location Performed: Yes No Diagram of Utilities Attached: Yes No

Is a diagram of the location for the proposed work attached? Yes No

PART THREE: PERMIT CONDITIONS & AUTHORIZATION (Completed by RTD Officials only)

Reviewer:	Review Date:
Site Visit Date:	Coordination Arranged: Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorized dates/durations/times/location/conditions and contacts for coordination:	
Facility Maintenance Supervisor/Manager (n, d & s)	Senior Manager, Facilities (enter name, date & sign)
Environmental Project Manager (enter name, date & sign)	Senior Manager, Safety (enter name, date & sign)
Safety Manager (enter name, date & sign)	Deputy Chief of Police (enter, name, date & sign)

RTD Project Manager Acknowledgement:

(enter name, date & sign)

Company Agent Acknowledgement:

(enter name, date & sign)

Buildings and Grounds Access Permit Requestor Instructions:

1. Requestor completes Parts One and Two in the attached Office Word BGAP Form. Click on the gray box in the appropriate field and enter the information.
2. Be certain to note what type of agreement is in place and include this documentation with the BGAP request. These should be completed prior to submitting the BGAP application.
3. Companies should be working with a representative of RTD and noted in the box: Name of RTD Project Manager/ Representative.
4. Submit the form at least **5 business days** before authorized work is scheduled to begin. Please be certain to **leave the form in the Word format.**
5. E-mail the permit application, diagrams and appropriate documentation to bgap@rtd-denver.com.
6. Contact 303-299-2977 with any questions. Please leave a detailed voicemail.
7. After the form is approved and authorized by RTD, we will return the approved permit to the Requestor. Please **sign the form** in the bottom box at Company Agent Acknowledgement and return to bgap@rtd-denver.com. This will complete the filing process.
8. **Keep the approved form onsite while work is being completed.**