

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

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

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**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 form & e-mail the form to [bgapermits@RTD-denver.com](mailto: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 form is authorized Project Manager and Company Agent sign at bottom.

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

Company must have a current contract/license/agreement with RTD authorizing performance of this proposed work.

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:	

**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:

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"/>
RTD Utility Location Performed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Diagram of Utilities Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Authorized dates/durations/times/location/conditions and contacts for coordination:	
Facility Maintenance Supervisor/Manager	Senior Manager, FD (enter name, date & sign)
Environmental Project Manager (enter name, date & sign)	Senior Manager, S&E (enter name, date & sign)
Safety Manager (enter name, date & sign)	(enter title, name, date & sign)
RTD Project Manager Acknowledgement: (enter name, date & sign)	Company Agent Acknowledgement: (enter name, date & sign)