



Request for Permit to Work

Please complete this request form and submit to USC's Hazmat Section prior to any contracted work beginning to obtain a permit to work. Any missing information may delay the process of obtaining a permit to work. Please inform any contractor(s) of their responsibility to meet at USC Hazmat's office, located at 700 Pendleton St, at the designated time to review the permit information and obtain the permit packet. This packet will need to be available at the work site at all times.

1. **Contractor Information:** Name of contracting business, name of contractor's personnel in charge of the jobsite, contractor's phone number.

2. **Location of work to be performed:** Be specific, building name, room number, or general area.

3. **Detailed scope of work:** Be very specific. Include work that is to be completed and what surfaces will be disturbed, if any. Include colors, textures, etc.

4. **Duration of work:** Provide a start date and an approximate completion date. The permit **must be** obtained prior to work beginning.

5. **Provide service request number:**