



Leased Facility

Project Authorization Request

To: State Public Works Division, Buildings and Grounds
Leasing Services
406 E. Second Street
Carson City, NV 89701
leasingervices@admin.nv.gov
Telephone: (775) 684-1815

RE:

Building Address:

Room/Location:

Department & Agency:

Estimated Project Cost: (exclude data or telephone costs)

NOTE: Final Pricing may vary from previously obtained bids, depending on contractor selected by lessor or other variants.

Payor: ☐ Tenant Pays Lessor ☐ Tenant Pays Vendor ☐ Lessor Pays

Non State vendors require longer processing times (due to registration process)

Agency Funding: *Budget # *Category:

*Amount Available:

*Budget Analyst: Analyst Telephone:

*Is a work program necessary to fund this project? ☐ Yes ☐ No If yes, IFC date:

☐ Bid/Proposal attached

☐ Floorplan and sketch of affected area attached

☐ Space Planning Required (for any occupancy or floorplan changes)

☐ Space request form attached (if additional square footage is requested)

Requesting Agency Primary Contact:

Phone:

Primary Contact e-mail:

Fax:

Secondary Agency Contact:

Phone:

Secondary Contact e-mail:

Fax:

Project Authorization Request (continued)

Short Descriptive Title of Proposed Project:

Description of Project: (please attach more detailed description if more space is needed)

Project Authorization forms must be timely submitted to meet agency deadlines:

- **For requests that do not require a lease amendment (e.g., rent rate changes), the process may take a minimum of 30 days**
- **For requests which require a lease amendment (e.g., rent rate changes), the process may take a minimum of 90 days**

I hereby approve this leased facility Project Authorization Request:

*Signature of Director or Administrator**

Date

Name

Title

*** Leasing Services cannot proceed if this form is incomplete.**

****** In the event that any changes are deemed necessary either by tenant agency, lessor, or inspections, a new Project Authorization Form will be required.

Please add separate page if needed.