

Floor plans must be drawn to scale and the scale must be indicated on the drawing. The Bureau reserves the right to request a different scale to make the plans readily legible. Each room must be assigned a number and the proposed use of the room must be indicated (e.g., "classroom," "shop," "computer lab," etc.)

The floor plans must show:

1. Dimensions of each room or unit of space
2. Entrances and exits, stairways, corridors, fire escapes
3. Windows
4. Student stations, fixed equipment and machines, furniture
5. Utilities - electrical outlets, sinks, etc.

Attach two copies of this application to your floor plans.

School Name

School Address
 Street

School Phone

City

State

Zip

Location of These Quarters
 Street

City

State

Zip

Floor Level (e.g., "street level," "3rd floor," etc.)

Room No. (from floor plan)	Proposed Use of Room (e.g., "classroom," "shop," "computer lab," etc.)	Floor Space (in Square Feet)

Approval requested by:

Title:

Date: